**Department of Media Arts**

**Campus film locations: provisional booking form**

**Filming requests will be judged individually and, where necessary, will involve input from the Health and Safety team.**

**Filming requests will only be processed if this form is submitted including full details of your planned project**. **The form must be submitted before detailed planning of your filming project takes place. This will prevent planning having to be changed or heavily revised if your requirements cannot be agreed to.**

**Please allow five working days for an initial response.**

**Please give sufficient time for the whole of your approval process to take place, including time for the additional permissions, listed below, to be sought and agreed.**

**The following limitations apply to all bookings:**

* **Your chosen dates will only be considered if there are no pre-existing bookings in the spaces requested.**
* **Filming is not permitted in the Herringham Rooms or in Founders Reading Room.**
* **Some venues (listed below) will also require additional permission forms to be completed, so please ensure you allow enough time to process your request in full.**
* **All requests involving the simulated use of weapons or of any sort or action resembling prohibited activity will be subject to extra scrutiny.**
* **Academic buildings can only be used for filming between the hours of 7pm and 10pm unless permission to film outside these hours is granted by the Building Manager and the Security team.**
* **No filming is allowed during AVDs, Open Days and other College events such as Graduation. You will be advised if your filming dates need to be changed because they clash with any of these activities.**
* **No furniture can be removed from any buildings to be used elsewhere on Campus.**

**Students are unable to book rooms directly, they must be booked by staff members.**

**This will be facilitated by the Space Management team when necessary.**

**Health Centre**

Filming is not permitted in the Health Centre. This space legally does not form part of RHUL occupied space as it is contracted out to the NHS. Any student wishing to re-create a GP surgery must consider other options.

**Picture Gallery, Chapel and Founders Square**

Any requests received for filming in these areas will be subject to additional restrictions and permissions and will only be granted if the application meets the relevant qualifying criteria.

**Picture Gallery:**

Only applications for post-graduate or advanced level work will be considered for this venue. The subject matter of the film will have to relate fundamentally to the venue, e.g., a documentary about a particular painting or the collection. **Use of actual and replica weapons is prohibited**, and students must ensure that a tutor is available to oversee filming for the duration of the booking. If these criteria are met an additional form will be sent to you which must be completed and emailed to [SpaceManagement@rhul.ac.uk](mailto:SpaceManagement@rhul.ac.uk) for submission to the deciding authority.

**Chapel:**

Only applications for post-graduate or advanced level work will be considered for this venue. The subject matter of the film must be appropriate to a place of worship and will have to relate fundamentally to this venue. **Use of actual and replica weapons is prohibited**, and **students must ensure that a tutor is available to oversee filming for the duration of the booking**. If these criteria are met an additional form will be sent to you which must be completed and emailed to [SpaceManagement@rhul.ac.uk](mailto:SpaceManagement@rhul.ac.uk) for submission to the deciding authority.

**Founders Square:**

Filming must avoid disruption through noise or visual distraction and must consider those living, studying and working in the buildings surrounding the Square. **Use of actual and replica weapons is prohibited**, and all buildings, grounds, flora and fauna must be respected. If these criteria are met an additional form will be sent to you which must be completed and emailed to [SpaceManagement@rhul.ac.uk](mailto:SpaceManagement@rhul.ac.uk) for submission to the deciding authority.

**Catering outlets:**

Any filming in cafés, snack or dining areas cannot take place when these areas are busy with service, e.g., lunchtime, between lectures or at busy coffee breaks. Students must ensure that no customers or staff members using the outlet can be identified in your film and that no proprietary logos are visible. Filming must take place in main seating areas only, and not around the servery counter, till point or in any kitchens. **Use of actual and replica weapons is prohibited.**

**Contact details for filming requests**

Permission for filming will need to be granted by the groups listed below with responsibility for your chosen venue. Please complete all relevant sections of this form and send the form to **ALL** contacts shown for your chosen location.

|  |  |  |
| --- | --- | --- |
| Location | Contact | Mail to |
| College residences including surrounding grounds except areas of woodland | Accommodation Services | [CustomerServices@rhul.ac.uk](mailto:CustomerServices@rhul.ac.uk)  Cc to: [SpaceManagement@rhul.ac.uk](mailto:SpaceManagement@rhul.ac.uk) |
| Catering outlets and Commercial premises (including all cafés, dining and snack areas) | Conferences and Catering | [catering@rhul.ac.uk](mailto:catering@rhul.ac.uk)  Cc to: [SpaceManagement@rhul.ac.uk](mailto:SpaceManagement@rhul.ac.uk) |
| Media Arts Spaces –  Studio, The Loft, Williams Building and Garden Lodge AKA The Cottage. | Media Arts - Studio Manager | [helen.adams@rhul.ac.uk](mailto:helen.adams@rhul.ac.uk)  [MARS@rhul.ac.uk](mailto:MARS@rhul.ac.uk) |
| Academic departments | College Space team | [SpaceManagement@rhul.ac.uk](mailto:SpaceManagement@rhul.ac.uk) |
| Teaching rooms (other than Williams building) and office space. | PDA School Admin team | [pda-school@rhul.ac.uk](mailto:pda-school@rhul.ac.uk)  Cc to: [SpaceManagement@rhul.ac.uk](mailto:SpaceManagement@rhul.ac.uk) |
| SU venues (SU building, Packhorse, SU Plaza, Medicine) | Students Union | [suvenues@rhul.ac.uk](mailto:suvenues@rhul.ac.uk)  [venues@su.rhul.ac.uk](mailto:venues@su.rhul.ac.uk)  Cc to: [SpaceManagement@rhul.ac.uk](mailto:SpaceManagement@rhul.ac.uk) |
| All other outside space and all other buildings including the Davison Building, all areas of Founders and Founders Square. | College Space team | [SpaceManagement@rhul.ac.uk](mailto:SpaceManagement@rhul.ac.uk) |

**RISK ASSESSMENT**

Once you have received provisional confirmation that the location is available on the dates you have requested, you will be required to complete the safety risk assessment. Please contact your practice tutor who can send you a link to the relevant risk assesment form. This will then need to be approved by your practice course tutor, and **proof of approval submitted to the relevant contact(s) above**. Once your forms have been completed, submitted and approved, you will receive a confirmation email from the Space Management team giving you permission to film.

**MOBILE PHONE FILMING**

Please note that filming with your own **mobile devices** still requires submission of a Provisional Booking Form to [SpaceMangement@rhul.ac.uk](mailto:SpaceMangement@rhul.ac.uk). A risk assessment must also be completed as you are assessing all the risks of the production, not just the equipment.

**When your filming is complete the room(s) or area(s) used must be reinstated exactly as they were found. If any items have been covered up, they need to be uncovered and the rooms need to be left clean and tidy.**

**Anyone caught filming without the necessary permissions will be subject to disciplinary action**.

**Additional information to consider:**

When requesting permission for Academic Buildings or teaching spaces it is often very difficult to get permission for filming during the working day, especially for long and complex shoots. Where possible, permission needs to be requested for out of hours or weekend access as your request is unlikely to be approved if the chosen times are during normal working and teaching hours.

Permission to film in residential accommodation will only be granted under limited conditions. For privacy and security reasons you will not be granted permission film in a hall of residence unless you live there. You may film in your own room on or off Campus. For all chosen venues you will be required to submit your Provisional Bo0king form to SpaceManagement and your safety risk assessment by asking your practice tutor for a link to the relevant form, your tutor will have to approve these within the required timeframe to secure your reservation.

**The person granting permission is responsible for checking the area is available on the requested date and time for filming.**

**To be completed by the student**

|  |  |
| --- | --- |
| Date, time and duration of filming | Click here to enter text |
| Number of people involved | Click here to enter text |
| Lead contact name, telephone number and email address | Click here to enter text |
| Name of course tutor | Click here to enter text |
| Brief overview of what’s being filmed | Click here to enter text |
| Location and area of filming – be specific, provide photos where possible | Click here to enter text |
| List main equipment items and props | Click here to enter text |