

1. This briefing sheet is intended for students, College authorities and visiting productions wishing to use any of the Williams Building and adjacent facilities as a film location, including functions supporting the filming work.
2. The Williams Building is essentially a 24-7 learning resource centre and during weekdays a specialist teaching facility for Media Arts students. Any filming and related activity has potential to disrupt classes, student study and technical support work. Before allowing any filming work, suitable measures must be agreed to give reasonable notice of potential disruption and to allow student and staff concerns to be considered and addressed. To facilitate this requirement, requests will only be considered when submitted at least five working days ahead of the planned filming date.
3. Requests to use the Williams Building, Garden Lodge, or TV Studio spaces, should be directed to helen.adams@rhul.ac.uk, our Studio Manager.
4. All filming work must be covered by a suitable health & safety risk assessment. In addition to the relevant course tutor's approval via *Production Buddy*, this risk assessment must be considered and approved by the Studio Manager, and incorporate any agreed operational and safety management procedures that must be implemented during the booking.
5. You must ensure your request includes adequate provision for supporting space such as changing and Green Room space for any actors, secure storage of props, etc.
6. The corridors, lobbies, and foyer space serve as emergency exit routes, and indeed general access routes, so only hand-held filming work will be permitted in these areas. Similarly, these routes must be kept free from obstruction by props, stored equipment, trailing cables, excessive numbers of people, etc.
7. All visitors who are not Media Arts students or staff must be accompanied by an identified Media Arts representative, normally a staff member or by their student producer or director, who is responsible for the visitor's welfare while in the building. Any young actors under the age of 18 must be chaperoned in accordance with the [Filming with child actors policy](#).
8. The Williams service road serves as a pedestrian route to the adjacent buildings, including any drivers with impaired mobility using the designated parking bays in front of the Williams Annex. It is also an emergency exit route from the doors of the Williams Building doors and rear of Computer Centre to Fire Assembly Point 9 (across the road from the Computer Centre, next to the ATM). These exit doors, and service road in general, must therefore be kept clear at all times. Be advised there is strict parking enforcement in place, operated by the College's appointed contractor. Vehicles must be parked in a designated car park elsewhere on campus, and the visitor and vehicle details registered on the system by a College employee. Penalties can be issued while vehicles are being loaded or unloaded, and previous appeal cases have rarely been successful.
9. The College is effectively an open campus, so there is significant risk of unauthorized entry and theft of equipment and personal belongings. Consequently, we operate a policy of securing doors when leaving the room, even for a matter of seconds.

10. Other than water in a closed-top container, food and drink can only be consumed in the Williams Common Room, the TV Studio Green Room, or in one of the many catering facilities on campus.
11. Discussions and phone conversations taking place in corridors, lobbies or outside windows can be disruptive for students and staff working in adjacent rooms, so please keep such noise to a minimum or, better still, use one of your allocated rooms to conduct your discussion.
12. If you need to dress the booked location, attach gels and diffusers to windows and light fittings, or need to rearrange the room's furniture, you must seek the agreement of the Studio Manager when making your request. We may be unable to allow all requirements.
13. After filming, spaces must be restored to their previous layout and all production equipment, props, belongings and litter removed. You must advise the Studio Manager of any difficulties encountered when using the space, including reporting damage that may have been caused during the booking.

Keith Buckman
Head of Production Facility