



AMERICAN UNIVERSITY FILMING AND PHOTOGRAPHY POLICY

American University (AU) encourages film crews, producers, and photographers to take advantage of the university's unique campus setting in the beautiful neighborhood of Spring Valley in upper northwest Washington, D.C. The Media Relations office at 202-885-5950 provides a full range of services to filming crews and will help you coordinate your project.

The following policies and procedures pertain to the use of the AU campus and/or properties for projects involving on-site filming or photography and also include any promotional project in which the campus, AU trademark or name, campus photos, and/or campus merchandise will be used. The Media Relations office may exempt the working press from these guidelines.

Filming and Still Photography Policies and Procedures

1. Locations and Schedule

Most interior and exterior locations on AU's main campus and auxiliary properties are available for filming projects. However, the university must be responsible to its students, faculty and staff and will confirm availability of locations after checking the university's master calendar. No filming project will be permitted to disrupt regular university events, including classes. All projects depend on the availability of security personnel and parking. The Media Relations office will check the availability of locations after a request is received. A film shoot is confirmed only when a contract has been signed and the appropriate documents are received (see below). Media Relations will also complete a final technical walk-through before the shoot date.

2. Fees

The university charges fees to help defray the cost to university personnel and the wear and tear on facilities. Fees are based on location and services provided according to the following schedule:

a.) Location Fees

Television/Film Production Studios:

\$300 (Three Hundred Dollars) per hour (Interior)

\$200 (Two Hundred Dollars) per hour (Exterior)

Independent/Documentary Production Companies:

\$125 (One Hundred-Twenty Five Dollars) per hour (Interior)

\$100 (One Hundred Dollars) per hour (Exterior)

Still Photography

\$100 (One Hundred Dollars) per hour (Interior)

\$ 75 (Seventy Five Dollars) per hour (Exterior)

The per hour charges in the contract begin when the first personnel or projection vehicle arrives and end when the last personnel or vehicle leaves.

b.) Set Dressing/Striking

A fee of \$400 (Four Hundred Dollars) per day will be charged for days when set dressing and/or striking occur and no regular location fee as been paid.

c.) Security

A fee of \$40 (Forty Dollars) per hour per officer will be charged for AU security personnel.

d.) Parking

A daily fee of \$12 (Twelve Dollars) per vehicle will be charged for all vehicles parking in regular AU parking lots (Monday – Friday). Any vehicles not directly required for production must park in designated, regular AU parking lots. All production related vehicle locations must be pre-approved by the Media Relations office. All vehicles will be required to adhere to university parking regulations, especially those pertaining to fire lanes and handicap access. Vehicles may not impede regular university business.

e.) Other Fees

The university may charge additional fees for special services and/or additional personnel. These services may include electricity, construction, audio/visual equipment usage, telephone usage, etc. Any and all extra fees will be specified within the contract and will be based on the scope of the project.

f.) Cancellation Fees

Production companies may cancel the shoot up to forty-eight hours in advance. A cancellation within forty-eight hours of the scheduled shoot, as specified in the signed contract, will result in a cancellation fee equal to five hours of the specified location fee.

3. Script Approval

A copy of the final script or storyboard must be submitted to the Media Relations office for approval. Any script changes must be brought to the attention of the Media Relations office once approval has been granted.

The university requires a signed contract for the use of photograph, merchandise, attire, trademarks, or other representations of the university in a film, television, print, or other media production.

4. Support Contract Documentation

In addition to a signed contract, AU requires production companies to provide the following documentation:

a.) Damage Deposit

A check in the amount of \$1,000 (One Thousand Dollars) must be received prior to the approval of the contract. The damage deposit will be refunded once the Media Relations office has inspected the film location site after the scheduled shoot and confirmed that the site has not been damaged.

b.) Insurance

The production company must provide a certificate of insurance for liability covering \$1 million.

c.) Contract Requirements

Production companies are encouraged to use a standard AU Filming and Photography Contract available from the Media Relations office. The university will sign a standard production contract that contains the following two provisions:

- The final contract must indemnify and hold harmless the university from any and all loss or damage to persons or property which the university or its employees may suffer on account of any negligence, accident, or occurrence caused by the Affiliate.
- The contract must specify that the governing law of the project is the District of Columbia.

d.) Permits

It is the responsibility of the production company to obtain all city and government permits including, but not limited to, fire, event, and building permits. The university may request a copy of these permits depending on the size of the project.

5. Special Services

a.) Construction

All requests for construction, alteration of facilities, set-dressing, electrical and plumbing needs, and telecommunications support must be approved by the Assistant Vice President of Facilities and Administrative Services. All security precautions and equipment are expected to follow statutory requirements. All wiring, cords and other equipment must be secured in away that eliminates hazards.

b.) Placement of Equipment

With the assistance of AU's physical plant operations, Media Relations will approve the placement of equipment for filming purposes so as not to create safety hazards or impede university business. All dining areas, set trailers, and other production related spaces will be approved by the Media Relations office.

c.) Special Effects

All requests for broadcasting sound, live concerts, use of fire, use of explosives, and all other special effects must be pre-approved by the Media Relations office, which will coordinate these activities with appropriate university personnel.

d.) Personnel

All requests for assistance by AU personnel in the film project will be approved by the Media Relations office. Charges for these services will be included in the contract.

6. Right to Review

The university may require the review of still photographs before they are used in a production. Media Relations will determine if the university requires this review.