**University of Louisville**

**Request to Film on Campus**

Any individual or company wishing to film on any of the campuses of the University of Louisville (“University”) must, at least two weeks prior to filming, submit this request to the University’s Office of Communication and Marketing, along with a final script, treatment, storyboard or similar materials describing the project in detail.

Applicant Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Production Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Information: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Describe the project, including the way in which the University will be portrayed and the intended use of the resulting film (motion picture, television program, commercial, etc.):

2. Date(s), time(s) and duration of filming:

3. Specific location(s) requested:

4. Total number of people and vehicles involved:

5. List any additional services you are requesting (parking permits, security, etc.):

6. Describe any technical requirements, including lights, power source, specialized equipment, or altering of campus property:

7. Will traffic need to be controlled by University police?

8. Will a smoke or fog generator, simulated weapons or explosive devices, or any other special effects be used?

9. Will there be any potential disruption (sound, light, physical, etc.) of campus activities?

10. Will a drone be used?

Please submit with this request a final script, treatment, storyboard or similar materials describing the project in detail.

If your request is approved, you will be asked to submit a Location Agreement and a certificate of insurance naming the University, its trustees, officers, employees and agents as additional insureds in amounts not less than $1,000,000 per occurrence and $2,000,000 in the aggregate, and proof of Worker’s Compensation insurance, prior to filming.

By signing this, I assert that all information contained herein is true and accurate, and I will update or amend any information as necessary. I agree to abide by all University policies regarding filming on campus.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

Submit this completed form to:

University of Louisville

Office of Communication and Marketing

2323 S. Brook St.

Louisville. Ky. 40208

[CMoffice@Louisville.edu](mailto:CMoffice@Louisville.edu)

(502) 852-6171