



To proceed with filming on campus, you will need to fill out the following form and submit it to University Communications by fax (306) 966-6815 or email (communications@usask.ca). Please note a minimum of five working days is required to process your request.

1. Please select the category that best represents your connection to the University:

U of S Faculty or Staff

Executive member of a ratified student club

Student completing a required academic assignment*

None of the above**

* If your request is due to a required academic assignment, please have your professor fill out this form on your behalf.

**You are required to submit a certificate of general liability insurance along with this form. General liability insurance must be for a minimum of \$2 million; issued by the insurer and showing the U of S as an additional insured part. Note the U of S reserves the right to raise the liability amount to \$5 million if there is a potential risk to property.

2. Contact Information:

Name:

Company, College, or Unit:

Phone Number:

Fax:

Address:

Email:

3. Purpose of the film:

4. Summary of the film's content:

5. Date(s) and time(s) the filming will take place:

6. Preferred filming location and additional requirements (electrical, signage, etc.):

Filming on Campus Guidelines:

- Daily fees can be charged at the discretion of the Office of Communications. In most cases, fees are waived if the film serves to enhance the university's reputation.
- Those associated with the filming/photography will comply with accepted standards of behaviour for the academic environment. The functioning of the university staff in the course of their duties will not be impeded by the filming/photography process.
- Consent to film or photograph any faculty member, staff member, student or administrative member must be obtained from that individual prior to filming.
- The university reserves the right to screen and approve all films/photographs with respect to university premises.
- The user is responsible for any damages caused by the filming/photography process to university property, buildings or equipment.
- The user will indemnify and save harmless the University from any and all claims made by any person, firm or corporation arising from conduct of any work by, or through any act of negligence of the user, or any assignee, agent, contractor, servant, employee, invitee or licensee on or in the premises.
- The user agrees use of film/photographs will be restricted to that described to the university as its original intent.
- The user will seek approval from University Communications in advance for any external or internal changes, additions, or other alterations to property, buildings, signage, or equipment required for filming/photography. The user agrees to return above-mentioned university property to its original state before leaving the filming/photography site.
- Nothing contained herein shall be deemed to be construed by the parties hereto, nor by any third party as creating the relationship of principal and agent, or of partnership, or of joint venture between the parties hereto, and the user agrees not to hold itself out to any third party as such.

By checking this box, I am stating that I have read and understood the above Filming on Campus Guidelines and will adhere to them while filming the above request.

Print Name : _____

Date: _____

For Office Use Only:

This request has been reviewed by University Communications and has been authorized to proceed.

Applicable fee: \$ _____

Authorized by Communications:

Print Name: _____