

Guidelines and Procedures for Motion Picture/Video/Film Production on the Campus of Grand Valley State University

Welcome to Grand Valley State University! Thank you for your interest in the GVSU campus as a possible filming location. GVSU understands the importance of the film industry to the local economy and the benefit it can provide to our students interested in a career in film and film production. The University would encourage you to consider utilizing our students as a part of your production staff.

If film and video producers, directors and their crew wish to use University property to produce films, television shows (including series and documentaries) movies, commercials, and other media, the University will make its decision based on the following guidelines.

Filming on campus is permitted only if it does not interfere with normal University business and/or previously scheduled events. A Grand Valley State University Film/Video Location Permit is required to film on campus. The Permit can be approved only when all of the following guidelines and requirements have been met. These guidelines have been developed to simplify obtaining the GVSU MOTION PICTURE, VIDEO AND TELEVISION PERMIT and FILM LOCATION AGREEMENT.

For convenience, the word “filming” as used in these guidelines shall include Motion Pictures, Filming, Videotape, and Digital Imaging.

A. Requests for Permits

All requestors for a GVSU Permit must complete a permit application (attached). This permit application and complete script (if applicable) are submitted to University Communications.

Applications may be received via email or mail at the following address:

**University Communications
Grand Valley State University
1 Campus Drive
4090 James H. Zumberge Hall
Allendale, MI 49401**

Email: husterr@gvsu.edu

The completed application and script are forwarded for review and if approved, the process of identifying specific sites, dates, and times can begin. Please allow a minimum of thirty (30) days to process this application for a permit. ***Please note that the University reserves the right to reject any project at its sole discretion.***

B. Fees

Fees are based on a number of variables. The length of the shoot, locations involved, and types of GVSU services needed are all considered in the total cost.

A representative sample of location fees is listed below. These location fees do not include fees for University services such as Police & Security; Parking and Transportation, Campus Facility Services; Grounds Services; or any other staff and incidental costs. The actual cost for those services will be added to the total production cost.

| <u>Sample Location</u> | <u>Fees</u> | |
|--|-----------------|-----------------|
| | <u>Full Day</u> | <u>Half Day</u> |
| Classrooms/Interiors inc. public spaces, offices,: | \$250 | \$125 |
| Laboratories/Simulation Labs: | \$500 | \$250 |
| Miscellaneous Outdoor Fields: | \$2,500 | \$1,250 |
| Laker Turf Building (inc. indoor track): | \$3,000 | \$1,500 |
| Fieldhouse Arena: | \$3,000 | \$1,500 |
| Lubbers Stadium (inc. outdoor track): | \$5,000 | \$2,500 |
| Parking (per space) | \$5 | \$5 |

In certain limited instances a permit may be issued and a fee waiver may be granted for uses such as public service announcements. Other forms of media are subject to this fee and will be handled on a case by case basis.

C. Incidental Filming

Incidental filming does not require a permit and is not charged a fee. Incidental filming includes uses such as: filming for non-commercial or internal use, class projects, or personal use. This filming requires no special services and does not in any way disrupt the normal functioning of the University. This filming cannot be used for commercial purposes after the fact without written permission from Grand Valley State University.

D. Dates & Locations

During academic sessions, filming on campus may be restricted to weekends or University holidays only, or as approved by the University.

Prior to filming on campus, the representative of the production company must walk through desired location(s) with representatives of GVSU a minimum of ten (10) working days prior to desired date(s). A draft project shooting schedule must be submitted along with the Application for a GVSU Film/Video Permit. Daily shooting schedules must be filed with GVSU a minimum of four (4) hours prior to the time of shoot.

Use of any location can only be approved with the consent of the University venue holder and consideration of the surrounding areas & activities. Scheduled

university events, regardless of size, take precedence over film shoots in determining location availability.

The production company will not make any alterations to the University Premises (either temporary or permanent), including trimming, cutting or removing natural features such as trees and shrubs, without the express written approval of the University. The production company agrees to leave the University Premises and all property of any kind located therein in as good order and condition as they were immediately prior to production. The production company will be responsible for paying for any expenses to restore the University's Premises to its original condition.

E. Scout Visits

Scout visits are not only helpful to the production, but also helpful to the University in order to clearly determine the needs of the production. A request for a scout visit is made to University Communications (address above).

NOTE: PERMISSION FOR SCOUT VISITS, SITE SURVEYS, LOCATION AND TECHNICAL SCOUTS DOES NOT CONSTITUTE COMMITMENT BY THE UNIVERSITY FOR THE USE OF ITS FACILITIES AS A LOCATION.

F. University Personnel

If the University or a specific venue requires its personnel to be present as a condition of use, personnel must be scheduled in advance of the film shoot. Personnel include, but are not limited to Location Liaison, Safety Officer, Custodial and/or Grounds Staff, University Police, and Traffic Control. The University will determine the presence of uniformed police officers (GVSUPD). In some cases, traffic control officers may be necessary in addition to Police.

G. Parking

1) All parking on campus is by permit only. Arrangements for cast, crew and production vehicles must be made a minimum of 72 hours in advance of shoot.

2) Parking for trucks and trailers is extremely limited on campus. Transportation captains of large companies should visit the campus at least five (5) working days prior to the day(s) of filming to finalize special arrangements.

3) Parking fees are based on the number of parking spaces occupied by the company, staffing & labor.

4) All production vehicles must be in place and parked by 7:30 am Monday - Friday.

5) Parking in "disabled" spaces is not permitted Monday - Friday and exceptions are strictly case-by-case at all other times.

NOTE: Maximum vehicle height: 6'7" for the Seward Parking Ramp.

H. Catering

The University has a full service catering department and you are encouraged to utilize it for your food and beverage needs while on campus.

I. Code of Conduct

During your filming at GVSU you are guests of the University and should treat this location and campus community with respect and courtesy. The production company, cast, crew and all others associated with the project are expected to comply fully with University Policies. We will expect adherence to the Filmmaker's Code of Professional Responsibility (attachment A). Please distribute these Codes of Professionalism to your crews and staff for a more pleasant and efficient visit to GVSU.

J. University Identification and Appropriate Use of Campus Images

No identification of GVSU as a location is permitted, except in rare instances and only when the specific use is submitted for prior approval to University Communications. The request will be reviewed by GVSU. The request will only be approved when it is deemed to be in the University's best interests.

Identification includes but is not limited to trademarks, icons, recognizable University landmarks, and the use of merchandise containing trademarked images/logos (i.e. flags, apparel, posters, miscellaneous items containing logo, etc.). Identification also includes verbal references on film.

K. Credit

The University expects that appropriate credit will be given in the film end credits. Suggested wording as follows:

"Thank you to the faculty, staff and students of Grand Valley State University, Allendale, Michigan"

L. Script Review

A copy of the final script and storyboard (if available) for those scenes proposed to be filmed on campus must be submitted with the application. While the University will endeavor to expedite the review process it could take up to thirty (30) working days. Any changes or revisions should be brought to the attention of the University. Substantive script changes can be grounds for the University to withdraw its permission. (A permit or agreement cannot be issued without a script.)

M. Permit or Location Agreement

Once the script/storyboard is approved, the shooting schedule will be finalized and approved. The need for University services, if any, will be reviewed. If applicable, these services will be estimated and attached to the Agreement. For

shoots in which these additional services are not needed, the University has the option to issue a Permit for Film/Video instead of a Location Agreement.

N. Insurance

Applicant, at its sole cost and expense, shall insure its activities in connection with this film application at the minimum coverage and conditions outlined below. These limits may be revised in accordance with the recommendation of the University's Risk Management and Insurance Administrator.

General Liability

Comprehensive or Commercial Form with Aggregate Limit (Minimum Limit):

| | | |
|----|--|-------------|
| a. | Combined Single Limit Per Occurrence | \$1,000,000 |
| b. | Products and Completed Operations | \$1,000,000 |
| c. | Personal and Advertising | \$1,000,000 |
| d. | General Aggregate, Bodily Injury, Property Damage* | \$3,000,000 |

* not applicable to Comprehensive Form

If the above insurance is written on a claims-made form, it shall continue for three years following termination of this film permit. The insurance shall have a retroactive date of placement prior to or coinciding with the effective date of this film permit.

Business Automobile Liability Insurance for owned, scheduled, non-owned or hired automobiles with a combined single limit of not less than \$1,000,000 per occurrence.

Workers' Compensation: as required under Michigan State Law, to cover all employees, actors, and agents.

Such other insurance in such amounts which from time to time may be reasonably required by the mutual consent of University and Permittee against other insurable risks relating to performance.

The coverage referred to above shall be endorsed to include Grand Valley State University and its Board of Trustees as an additional insured. Certificates shall further provide for thirty (30) days advance written notice to the University of any modification, change, or cancellation of any of the above insurance coverage.

O. Payments and Deposits

The University requires a deposit before a permit will be granted. An invoice will be presented to the production company for the estimated production days times the applicable Daily Permit Fee, Location Fees PLUS 50% of the estimated costs for University services provided for the production. The deposit payment must be received no less than five business days prior to the beginning of the first day of shooting on campus.

Prior to the production company departing from campus a reconciliation meeting will be held for the University to present the final invoice for all University services and full payment for all costs incurred is due to the University within thirty (30) days of the date of final invoice.

P. Cancellation

If written notice of cancellation for an approved permit or agreement is received before the production begins, then the production is liable for any actual costs incurred by the University as of the receipt of the cancellation notice.

University shall have the right of cancellation if the Agreement holder is deemed insolvent or, in the University's sole opinion, shall fail to perform any material term in the Agreement after having received written notice from the University to do so.

Attachment A

Filmmaker's Code of Professional Responsibility

Please distribute this Code of Professional Responsibility to your crews and staff and post in public view for a more pleasant and efficient visit to GVSU.

1. Appropriate behavior and respect shall be shown by all members of the production – particularly production security staff – towards students, faculty, staff, and guests of the University.
2. Offensive or objectionable behavior will not be tolerated; individuals acting inappropriately will be removed from the University premises.
3. All members of the production company should wear clothing that conforms to good taste and common sense. Shoes and shirts must be worn at all times.
4. Cast and crew shall refrain from using lewd or offensive language within earshot of staff, students, and guests of the University.
5. Meals shall be confined to the area designated in the location agreement or permit. Individuals shall eat within the designated meal area. All trash must be disposed of properly upon completion of meal.
6. Removing, trimming and/or cutting of vegetation or trees are prohibited unless approved by the University.
7. All catering, crafts services, construction, strike, and personal trash must be removed from the location or placed in trash cans and/or dumpsters provided by the University for disposal.
8. All signs must be approved prior to placement. Remove all signs posted to direct the company to the location.
9. Noise levels should be kept as low as possible. Amplified sound is not permitted without express permission of the University.
10. Cast and crew vehicles parked at the University must adhere to all legal requirements unless authorized by the film permit. Production vehicles may not block driveways without the express permission of the University.
11. Cast and crew are to remain on or near the area that has been permitted. Do not trespass on to other areas (i.e. buildings/classrooms/offices/fields) without prior approval from the University.
12. Cast and crew shall not bring guests or pets to location, unless expressly authorized in advance by the production company. Service animals are exempt.
13. Cast and crew shall comply with all University Policies including smoking, use of controlled substances and alcohol.
14. The productions company must comply with provisions of the permit at all times.