

Guidelines for Filming in the Monninger Center for Learning & Research

Fairleigh Dickinson University strives to create a collaborative and open learning environment. However, this principle must be balanced with the primary use of the Monninger Center for Learning & Research as a space for quiet study and research. The guidelines outlined below are intended to protect users' access to the space and its resources without disruption. Filming in the Monninger Center is granted by the Associate University Librarian, Director of Public Services to students of Fairleigh Dickinson University who wish to film in order to fulfill course-related assignments. Students who want to film in the Monninger Center are subject to the following conditions:

- The Filmmaker must submit the *Student Filming Request Form* (reverse side) to the Director of Public Services no later than three (3) working days in advance.
- Filming can only be scheduled when the Monninger Center is open.
- Filming may only be conducted in designated areas and is not permitted in service or staff areas.
- Artificial lighting may be used, but hot lights should be allowed to cool periodically and positioned a safe distance from flammable items such as books.
- Smoke and/or smoke effects are not permitted.
- Filming must not disturb students or staff members or interfere with normal operations.
- Filmmakers are responsible for providing their own subjects or obtaining the written consent of anyone who is photographed. Filmmakers and/or Photographers must use a release form if faces or parties not involved in the project are filmed or photographed—even if unintentionally.
- Cast and crew should be limited to no more than five (5) people, unless prior approval is granted by the Director of Public Services.
- No equipment or crew should block access to any entrances or exits and must not hinder access to exits, stairways, corridors, doorways, and other facilities.
- Extension cords should always be taped to the floor to prevent tripping.
- Any temporary changes to University property, including furniture arrangements, must be disclosed and agreed to in advance. The original arrangements and conditions must be restored promptly. No permanent alterations may be made to any property.
- The Filmmaker, Photographer, and/or Crew will be held financially responsible for the repair of any damage to University property that may be incurred.
- If filming or photography becomes disruptive or destructive, the Monninger Center staff and/or Public Safety Officers reserve the right to stop the project immediately.
- The University accepts no liability for the filming or photography done in the Monninger Center.
- Any exceptions to these conditions must be approved in advance by the Director of Public Services, who reserves the right to reject all or part of a proposed project if it may be disruptive or cause damage to the building.

If you can film within these guidelines, complete and sign the *Student Filming Request Form* on the reverse side to begin the approval process.

Remember: Safety First! Unsafe productions will not be permitted.

STUDENT FILMING REQUEST FORM

Name of primary contact and/or requestor

Requested date / time / duration of shoot

Email address

Telephone number

School / Department

Course name / Number & section

Location in the Monninger Center

Brief description of work

Crew members' names

Equipment used

Other comments

Signature of requestor

Date

Authorization

Date

Submit completed form to: Gary Schmidt, Director of Public Services, Monninger Center via M-LA0-03 or gschmidt@fdu.edu

Make a photocopy of the completed request form once it is authorized and be prepared to present it on the day of the shoot.