



Office of Strategic Venues & Event Services

FILM POLICY

DEFINITIONS

Important terms will be italicized throughout this document as a reference to the reader. To review the definitions of these terms, please visit the key terms section of the *Office of University Scheduling Policy & Procedure Manual*.

INTRODUCTION AND PURPOSE

This document governs the policies for filming and photography on Belmont owned property. For convenience, the word “filming” has been used throughout this document to represent any of the following: motion pictures, filming, videotaping, still photography, digital imaging, and audio recordings.

Notwithstanding the foregoing, the university reserves the right to prohibit any filming on Belmont owned property if it creates the potential for any of the following:

- Disruption to academic, research, business, or student activities.

- Damage or alteration to university property.

- Inappropriate use of Belmont’s name, image, logos, or trademarks.

- Disruption of traffic, parking, or pedestrian pathways.

- Other safety hazards.

- Violations of the university’s privacy policy.

The following section identifies Belmont University’s filming categories. Each filming category will have its own policies and procedures relative to the type of filming taking place on campus. Any questions pertaining to identifying a specific filming category can be directed to the Director of University Scheduling at (615) 460-6786.

FILMING CATEGORIES AND POLICIES

NEWS FILMING

All requests from the media are vetted and approved through the Office of Communications. Media Outlets must contact the Office of Communications staff at (615) 460-6650 prior to visiting campus for the approval to conduct interviews or capture images for a news story to be shared via a recognized news outlet. It is the responsibility of Belmont students, faculty, and staff to coordinate any potential news filming through the Office of Communications.

SPORTS EVENT FILMING/PHOTOGRAPHY

Recording devices of any kind, either audio or video, are not permitted at Belmont University sporting events unless prior media access has been granted by the Belmont Athletics office. Questions regarding this policy along with requests for media coverage of athletic events should be directed to the Assistant Athletic Director of Broadcasting and Media Relations in the Athletics Department at (615) 460-6698.

SPECIAL EVENT FILMING/PHOTOGRAPHY

The permitted use of cameras varies by event and can be prohibited completely at certain events. Professional cameras are prohibited in the Curb Event Center, the McAfee Concert Hall, and the Massey Performing Arts Center. Recording devices of any kind, either audio or video, are not permitted in these spaces for any events, unless expressly permitted by the *Office of Event Services* for events such as college and high school graduations. Questions regarding this policy should be directed to the *Office of Event Services* at (615) 460-8500.

STUDENT FILMING PROJECTS

Student filming projects required by a faculty member for class credit are exempt from requesting a filming location permit. Student filming projects that require the use of a classroom, *event space*, or outdoor location on campus must work with a professor or [departmental scheduler](#) to reserve the applicable filming location through [EMS WebApp](#) at least ten (10) business days in advance. Individual students are unable to submit requests for filming locations through [EMS WebApp](#) without the sponsorship of a faculty or staff member. The sponsoring faculty or staff member agrees to provide oversight to the project and ensure that the project is aligned with the mission, values, and vision of Belmont University.

RECOGNIZED STUDENT ORGANIZATION FILMING PROJECTS

Recognized student organizations that wish to film on campus are exempt from requesting a filming location permit. *Student organization* projects that require the use of a classroom, *event space*, or outdoor location on campus must submit the request for space through [EMS WebApp](#) at least ten (10) business days in advance. *Recognized student organization* filming projects must align with the mission, values, and vision of Belmont University.

INTERNAL UNIVERSITY FILMING

No permit is required for projects by university units for university purposes, such as filming staff training videos, etc. All rights for these projects belong to Belmont University. Projects that require the use of any on campus location are required to submit the location request through [EMS WebApp](#) at least ten (10) business days in advance.

FILM INDUSTRY PRODUCTIONS

A filming permit is required for external filming for projects such as (but not limited to) feature films, television or web series, documentaries, and photography by commercial photographers and videographers. Belmont University requires that the external group completes the [permit request form](#) prior to processing film industry requests. These forms along with a written copy of the complete script should be submitted to the Director of University Scheduling at (615) 460-6786 at least fifteen (15) business days in advance.

All [permit request forms](#) and film scripts will be reviewed by the university before the requests are approved. Following this approval, the *Office of Event Services* will process all contracts and riders related to these requests and issue an event confirmation.

Proof of adequate insurance and indemnity will be required for all film industry production requests.

CO-SPONSORED FILMING PROJECTS

Occasionally, an academic unit may choose to co-sponsor a film-project with an external production company with the understanding that all rights to the filmed material will belong to Belmont University. Certain limited use rights may be granted to the producer at the discretion of the university. The projects must be submitted for content approval by the sponsoring faculty member to the *Office of University Scheduling* by completing the [permit request form](#) and a copy of the complete script. Following this approval, any projects that require the use of a classroom, *event space*, or outdoor location on campus must be submitted by the sponsoring faculty or staff member for approval through [EMS WebApp](#) at least ten (10) business days in advance.

VISITORS TO CAMPUS

No permit is required for the incidental, unobtrusive non-commercial filming or photography by visitors or tourists to the campus. Any such filming or photography may not be used for commercial purposes at any time without the express written permission of Belmont University's Office of Communications.

WEDDING AND PORTRAIT PHOTOGRAPHY & WEDDING FILMING

Any requests for wedding and portrait photography and wedding filming on Belmont University's campus must be pre-approved a minimum of ten (10) business days in advance by the *Office of Event Services* at (615) 460-8024.