

## Emory University Filming Guidelines

Emory welcomes filming requests and will work with your production to meet all reasonable requests to film on campus. Emory Film Management is administered through the Office of Business Practice Improvement (BPI).

Emory University has established guidelines for filming on campus to ensure your filming experience is a success. **Please read these guidelines prior to submitting an application for filming to determine if your production is eligible.**

### Emory Film Liaison

Once Emory receives your completed filming questionnaire a film liaison will contact you. Emory film liaisons are responsible for assisting production companies during their time on campus. You can reach a film liaison at (404) 727-3478.

Following preapproval of your project, your liaison will work with you on all aspects of your project. Your liaison is your principal contact with Emory and will secure access to facilities, facilitate interaction with university offices and officials, facilitate required permissions, and accompany you during your time on campus. The services of your liaison will be covered by an administrative fee.

### Access

Please be aware that some locations on campus will have limited access. Availability will vary depending on the time of year and the location's requested.

As a general rule, requests for filming cannot interfere with the primary activities of the university. Emory limits access for filming to ensure that normal university operations and functions are not disrupted. Filming in animal facilities, research labs and other facilities where research is occurring or in protected areas is highly restricted. Filming in federally sponsored research laboratories is prohibited.

No filming or photography for commercial use is permitted on campus without prior approval.

## Technical Scouting

Once you have been contacted by a film liaison, Emory personnel will escort production crews on any scouting of non-public space, unless the scout is given permission otherwise.

The following information will need to be forwarded to the Emory University Filming Office ([filming@emory.edu](mailto:filming@emory.edu)) prior to or immediately after a technical scouting:

- A complete production schedule, with arrival and departure times
- Number of cast/crew members
- Number of crew/production vehicles
- A description of the number, size, and weight of large production equipment, including cranes, generators, and dolly systems
- Set construction/proposed modifications of existing structures
- Access to production site, including potential closures of campus streets/sidewalks
- Set dressings and special effects use/placement
- Security perimeter during shooting
- Staging and security of equipment during nonworking hours
- Power needs and cabling plans into and out of any buildings
- Sound and lighting concerns
- Duration of pre-production, actual production, and cleanup

## Script Approval

You must submit a complete copy of the script (film) or storyboard(s) (commercial) for your project 30 days in advance of your proposed filming date (see Procedures Checklist). Portions of the script corresponding to the scenes to be filmed on the Emory campus should be highlighted. Script approval must be granted before a contract is signed. Any script changes or additions, including title change, made after approval is granted must be brought to the attention of your liaison. Concerns regarding script confidentiality should be discussed with the film liaison.

Emory has the right to decline filming on campus in cases where the project is in conflict with the mission and values of the university, including anything that portrays students or faculty in a negative manner or is derogatory toward higher education. Examples of subject matter that may be subject to higher scrutiny or rejected include drug use, excessive alcohol use, excessive violence, nudity, racism, and sexually explicit scenes.

The film, as finally produced and distributed, shall be consistent in all material respects with the script of the film delivered to Emory for its review prior to, and as a condition of, Emory's approval of your filming on campus.

## Representation of Emory University

You may not represent Emory University as the location of the film nor identify the university through signs, logos, name, iconic buildings or structures, presence of prominent individuals, inclusion of athletic uniforms, or mimic the university's school colors, or by any other means without express prior written permission.

## Insurance

All filming projects require a Certificate of Liability Insurance in the amount of at least **\$2 million per occurrence and \$5 million in the annual aggregate** with an additional endorsement page naming Emory University, the Emory University Board of Trustees, and university employees and agents as additional insured parties for the day(s) during which you will be on the Emory campus for preproduction, production, and cleanup. You must maintain workers' compensation coverage in compliance with statutory requirements. **You must submit all insurance documentation at least 14 days prior to filming to your Emory film liaison.**

## Care on Location

You must take care to protect university grounds and property from damage. You also must comply with all county, state, and university codes, statues, rules, and regulations, including fire codes and all environmental, health, and safety rules that apply to Emory University.

- Set up filming equipment in a way that does not create safety concerns, such as trip hazards, fire hazards, or blocked exits and cover cables crossing pavement or walkways or otherwise occurring in a public area with appropriate mats or coverings.
- Place layout board in all non-carpeted areas to prevent filming equipment from directly touching the floor and place plywood under tires when driving and parking heavy equipment on grass.
- Obtain prior approval to use any crane or heavy materials, such as concrete blocks or bricks.
- Place cones around any production vehicle, including generators or cranes, not in a marked parking space and place caution tape around any potentially hazardous locations.
- Place trash and debris only in the designated rubbish bins. (Emory will provide these and clear them regularly at a cost to the production company.)
- Refrain from nailing, drilling, gluing, or otherwise altering any campus property without prior permission.
- Refrain from removing university-owned objects belonging to the location without prior approval.
- Attach all directional signs (e.g., for crew/truck parking or directions to set) to stanchions and not to trees, poles, or facilities.

- Return the location to its original condition and remove all evidence of filming immediately upon completion of filming unless otherwise approved by Emory.
- Immediately notify the university of any damage to property. (All damages to property will be the responsibility of the production company.)

## Parking/Vehicles

When prior arrangements can be made, the Emory Transportation and Parking Services will charge a reasonable fee for parking (see Fees). Production/production staff vehicles may be parked only in the agreed-upon areas during the prearranged times approved by Transportation and Parking Services. Turn off engines upon arrival. Please inform us of any loading/unloading needs as early as possible so we can work to accommodate them. Vehicles may not obstruct city or university streets or traffic flow. Emory will work to accommodate reasonable requests for assistance in altering traffic patterns for filming.

## Refueling/Fuel Trucks on Campus

All fuel trucks must be fully and properly equipped to act as refueling trucks and must be staged off campus until needed for refueling. Generators must be shut down before refueling. Refueling must be conducted by two people with one person pumping and the other with fire extinguisher in hand and at the ready. No other people should be within 50 feet of the refueling operation.

## Smoking

Emory is a tobacco-free campus. Smoking is prohibited in buildings, facilities, and university grounds. **Use of tobacco products on campus will result in a \$1,000 fee.**

## Crew Behavior

Personnel connected with the production should treat members of the university community with respect and consideration at all times. Personnel in any way connected with the production may be ejected from campus for displaying behavior deemed to be disruptive to the operation of the university or for being offensive in language or behavior to students, faculty, staff, administrators, or visitors. All production personnel (with the exception of talent when being filmed) must wear a visible identification badge at all times while on Emory property. Production personnel must immediately comply with any directions or instructions given by authorized Emory personnel and with all pertinent rules and regulations of Emory brought to their attention.

## **Fire and Pyrotechnics**

Use of fire and pyrotechnics must be approved by the Emory Police Department and the DeKalb County Fire Marshall. The fire marshal must inspect locations to be filmed prior to filming. If deemed necessary by Emory, you are required to retain the services of the fire marshal on the day(s) of filming and will be subject to applicable fees. In addition, permission is required before the use of smoke.

## **Tents**

Installation of tents must be approved by Emory Facilities Management due to the presence of underground utilities. Tents on hard surfaces may not be installed with stakes. Tents in grassy areas may be staked with approval from Campus Services.

## **Health and Safety**

The production company is responsible for ensuring that all employees and contractors adhere to health and safety regulations while on the Emory campus. The production company must always have a person qualified in first aid present while on the Emory campus.

## **Security**

The production company must provide site security. Security can be provided by the Emory Police Department for a fee.

## **Firearms and Weapons**

No firearms or weapons are permitted on university property. Use of prop weapons may be permitted with prior written approval.

## **Use of Animals**

Permission will be needed for the use of any animals on Emory University property.

# Emory Film Production Fee Schedule

## Campus Filming Production Fee

The license to film on the Emory University campus covers a film liaison working with you during all aspects of production, including preproduction scouting, walk-throughs, tech scouts, and day-to-day oversight. Fees are charged from the arrival of the first production vehicle to the departure of the last production vehicle. All other costs, including location rental fees, parking, additional personnel, etc. are separate.

## Emory Entertainment Filming Production Access Fee Schedule

Location Fees by Scale of Production (TV/Film)						
	Briarcliff Campus			Main/Clairmont/Oxford Campuses		
	Less than 75 crew	75-150 crew	150+ crew	Less than 75 crew	75-150 crew	150+ crew
1 Day Shoot	\$6,000	\$7,000	\$8,000	\$8,000 + Site Fees	\$8,000 + Site Fees	Please Contact for Pricing
2-3 Days (per day)	\$7,000	\$7,500	\$8,500	\$8,000 + Site Fees	\$11,000 + Site Fees	Please Contact for Pricing
4+ Days (per day)	\$6,000	\$6,000	Please Contact for Pricing	\$8,000 + Site Fees	\$11,000 + Site Fees	Please Contact for Pricing
Prep/Strike (per day)	\$2,500	\$4,000	\$4,000	\$4,000	\$4,000	Please Contact for Pricing

**Notes:**

Prices Include: Emory Film Liaison and Site Access

Additional Charges Apply for Parking and Special Requests

Corporate/Advertising/Non-Profit Productions: Please contact Emory for pricing

## Location Costs

Certain locations require an additional site representative or additional fees. Fees are subject to change without notification and based on special requests. Access to interior educational spaces and athletic facilities during the academic year are very limited and unavailable during normal business hours. Some examples are below.

### Interior Locations

- Theaters/performance venues
- Classrooms/lecture halls (access is very limited during academic year)
- Libraries (access is very limited during academic year)

### Athletic Facilities

- Baseball stadium
- Basketball gyms
- Intramural fields
- Pools
- Tennis courts
- Track and field

### Exterior Locations

- Parking structures (highly limited during weekdays)
- Parks: Note Emory parks are protected spaces and are generally open to the public. The cost per day includes the Emory costs of closing a park.
- Campus Courtyards
- Plazas

## Personnel Costs

Certain productions, due to scale, location, and special requests may require additional personnel.

- **Emory film liaison:** one liaison included in Campus Filming Production Fee
- **Additional liaisons:** \$500/day
- **Emory Police officers:** \$40/hour per officer (4 hours minimum). Required if productions involves traffic management.
- **Site manager:** \$35/hour (required if a location specifies that a staff member must be present during filming)
- **Lifeguard:** \$25/hour or \$250/day (required for filming in or around any pools)
- **Facilities staff:** \$50/hour or \$500/day. Overtime rates apply outside of normal business hours (7:00AM – 4:00PM)

For all personnel, overtime rates apply after eight hours per day or on weekends.

## Parking Fees

Contact Transportation and Parking Services for rates and availability.

## Maintenance, Custodial, and Landscape Fees

Additional fees will be applied for any maintenance, custodial, and landscape work. This includes items such as turning air conditioners, fountains, or lights on and off. These services must be requested at least 72 hours prior to the first day of production.

Cleanup and landscape restoration, performed by Emory, following a shoot will be billed at the hourly rate of the personnel necessary to complete the task. Any changes to landscapes must be approved in advance and all spaces altered by productions must be left in the same or better condition than what it was found (certain exceptions apply to use of facilities on the Briarcliff Campus – please discuss with your Emory Film Liaison). Any landscaping and removal or trimming of trees is prohibited without prior written authorization. Costs for materials to repair buildings or landscape sites are the responsibility of the production.

## **Cancellation Fee**

A fee equal to 50 percent of the regular campus filming production fee will be charged if a production cancellation occurs after the contract has been signed or within 48 hours of the scheduled shoot (including weekends) regardless of whether a contract is in effect. If a rental facility has been reserved or personnel booked, those fees may be billed also.

## **Rush Fees**

In order to minimize disruptions to Emory daily business operations and to ensure that your shoot is arranged to your expectations, we require that a fully completed application be submitted no fewer than 10 business days prior to the first prep day or day of shooting. We also require that a final tech scout be done no fewer than 5 working days prior to the first prep day. Should either occur after the deadline, a per-item rush fee of 10 percent of the campus filming production fee will be charged.