



## GUIDELINES FOR USE OF THE NAME OR FACILITIES FOR FILM, VIDEO, AND PHOTOGRAPHY

*The Office of the Vice President and Secretary is responsible for reviewing, approving, and coordinating all non-news requests for film, video, and photography. The following guidelines outline the process for obtaining permission and assistance in filming or photographing on campus. All inquiries should be made to the Office of the Vice President and Secretary rather than to individual departments.*

*Also included are guidelines and a procedure for requesting permission to use the Yale name in a film, video, or television production. Requests to use the Yale name can be submitted directly by e-mail, fax, or mail.*

### CONTACT INFORMATION

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### PROCESS

#### 1. *Proposal*

In order for any filming, photography, or video recording (“filming”) to occur on the Yale campus, the Office of the Vice President and Secretary must have all of the following information or documentation on hand from the requesting party:

- 1) specific date(s) and location(s) to be used;
- 2) a copy of the entire script or storyboard with the relevant portions marked;
- 3) a bank check payable to Yale University for all location fees and other estimated charges;
- 4) a security and damage deposit;
- 5) a certificate of insurance, naming Yale University as additional insured;
- 6) a signed agreement with the production company.

The Office recognizes that much of this information or documentation will arrive at different intervals. All of this must be completed no less than 48 hours prior to the scheduled filming date.

## 2. *Location Surveys*

A representative from the University's Office of the Vice President and Secretary will accompany a representative of the Production Company on an initial tour of the campus to identify possible filming sites.

*Technical Walk-Through:* Yale requires that the Production Company conduct a technical walk-through of the approved locations with a representative of the Office of the Vice President and Secretary. All of the Production Company's Department Heads as well as the Director and Producer will be required to participate in the technical walk-through in order to define the scope, time frame, and methods of the work to be performed. It is important to anticipate and discuss any issues that will impact the use of University staff or facilities at this time. Surveys will be conducted no later than seven (7) days in advance for feature films, and forty-eight (48) hours in advance for commercials. Promptly thereafter, the Company will deliver a final blocking to Yale outlining location of camera crew, electricians, etc. **Any changes beyond this point will be subject to University approval and may involve additional fees.**

## 3. *Approval*

Once the University has received the information about specific date(s), location(s), and script, the University will evaluate and approve the request according to the following:

- 1) if the film refers to Yale University, the script must be read and permission granted for specific use of the Yale name, marks, or buildings;
- 2) the location(s) and date(s) cannot interfere with normal University business and events;
- 3) the filming cannot interfere with prior filming commitments on campus;
- 4) the necessary security, facilities, and other personnel must be available;
- 5) the necessary parking must be available.

## 4. *Locations Available for Filming*

Provided that scheduling is not a problem, most exteriors may be used for filming. The buildings cannot be identifiable as Yale University buildings, except in those cases when such identification has been pre-approved by Yale. Certain landmark buildings are approved for filming only on a case-by-case basis.

Because of the nature of their use, requests for the following locations are available only on a case-by-case basis and may involve additional fees:

- all interior locations;
- dormitories and other housing facilities;
- courtyards of the residential colleges;
- Payne Whitney Gymnasium;
- Harkness Tower;
- Sterling Memorial Library;
- Hewitt Memorial Quadrangle.

It is important that the University community have access to all facilities. Permission to film is contingent upon the agreement to allow some access to all locations where filming occurs.

*Fees*

The location fee is based on a full weekday rate system. Arrangements can be made for weekend filming, but additional fees may apply. The time covered by the permit begins when the first production vehicle arrives and ends when the last one leaves on the day(s) of the shoot. The full day is twelve (12) hours; any shoot over twelve hours will be charged additional costs based on hourly rates. Certain locations may have additional site-specific fee requirements.

*Cancellation*

A cancellation fee will be charged if cancellation occurs after the agreement has been signed. The fee is 25% of the total location and rental fees.

*Security Deposit*

A security deposit adequate to an estimate of risk must be presented in a bank check payable to Yale University. The deposit will be refunded after all services have been provided and/or damages have been paid.

*Insurance*

A Certificate of Insurance naming Yale University as additional insured for the day(s) of filming, load-in, and strike must be presented to the Office of the Vice President and Secretary, a minimum of 48 hours prior to filming and/or load-in. Coverage ranges from \$1 million to \$5 million and is determined by the nature of the project.

*Police/Security Personnel*

All production companies are required to hire University safety officers during their stay on campus with a four-hour minimum. The University's minimum security requirement is one officer for every 50 cast/crew members on campus. Security for special days, such as dressing and strike days, will be discussed as needed. Officers are booked at least 72 hours prior to the start of a shoot. Should the start time change, the production company will still be billed at the time originally established. Activity on city streets may require hiring New Haven Police Department officers.

*Staff Assistance*

The Office of the Vice President and Secretary will assist film company personnel with scouts and arrangements. During the filming, a representative from the Office of the Vice President and Secretary or designated University department must be present at all times, and the University will charge the production company according to the rates listed below. The University has various services available, including catering and student employment. The Office of the Vice President and Secretary can provide the contacts to these services if desired.

*Parking*

All parking arrangements for cast, crew, and production vehicles must be made in advance of shoot days. Frequently, crews will require parking on city streets, and the Production Company must make arrangements with the City. Parking charges will be assessed if using spaces that are normally rented out. For information regarding parking on city streets, contact Bruce Fischer, Traffic Operations Engineer, City of New Haven Department of Traffic and Parking, 200 Orange Street, New Haven, CT 06510; phone 203 946-8076; fax 203 946-8074; e-mail: bfischer@newhavenct.net.

The Production Company must advise cast and crew of parking structure height limitation and parking permit procurement. No production vehicles will be allowed to set up on campus before

5:30 a.m. on the day(s) of filming. Where vehicle parking will affect pedestrian traffic, film crews will be expected to set up appropriate signage and safety barriers to alert pedestrians to potential hazards.

#### *Catering*

Production companies may use their own caterers on campus with prior written approval.

- Cooking will be done in the caterer's mobile kitchen truck.
- Tents may be used to serve as dining areas, pending the approval of the Fire Marshal.
- If Yale building interiors are used as dining areas (halls, classrooms), food will be served in chafing dishes. There will be **no cooking** anywhere in or near the buildings.
- All garbage will be removed from the dining area and properly disposed of promptly at the conclusion of meals.
- Catering operations may be subject to inspection by the City of New Haven. For more information, contact Michael P. Parisi, Senior Sanitarian, City of New Haven Department of Health, 54 Meadow Street, 9th Floor, New Haven, CT 06519; phone 203 946-8175; fax 203 946-6509.

#### *Trash*

The Production Company must remove all trash resulting from its use of the facilities and dispose of it properly at the close of each day, unless other arrangements are made in advance. Quantities of trash in excess of one bag will require custodial services or dumpster rental.

#### *Use of Subcontractors*

It is understood that some crew or services may be subcontractors of the Production Company that is contracting with the University. However, the Production Company accepts full responsibility to the University for the acts and omissions of all persons directly or indirectly employed while on campus.

#### *Crew Conduct*

Yale University is pleased to welcome film productions to its campus community. However, the primary function of the University is that of an educational institution. When working on campus, crew, including subcontractors and talent, must abide by the following requirements. Disregard for these may result in removal of individual crew from University property or suspension of the production.

- All production crew shall wear an identification badge at all times while on University property, except when talent is being filmed.
- All production crew will confine their activities only to the specific areas that have been designated for the production.
- All requests for assistance from Yale University staff will be directed only to the designated representative of the Office of the Vice President and Secretary.
- Smoking is prohibited in **all** University buildings and is permitted only in certain outdoor areas. All cigarette butts must be properly disposed of in receptacles (butt-cans) to be provided by the Production Company.
- Consumption of alcoholic beverages or narcotics is prohibited on campus.
- All production crew will keep noise levels as low as possible. All cast and crew will refrain from the use of lewd or improper language as well as disruptive behavior while on campus.

#### *Fire Marshal*

The University Fire Marshal must inspect the location prior to filming. The production company is required to retain the service of the Yale University Fire Marshal on the day(s) of filming.

*Other*

Filming equipment shall be set up in a manner that does not create safety hazards. The production company must inform the University of any heavy or large equipment to be used. If temporary construction is necessary, permission must be obtained in advance, and it should be conducted in a fashion that neither damages University property nor endangers any University members.

An hourly fee may be charged for any facilities-related work.

FEE SCHEDULE

Location fees will be negotiated on a case-by-case basis.

Other fees associated with filming on campus:

Police/Security (4-hour minimum) .....	\$50/hour
Office of Vice Pres & Secretary Representative.....	\$50/hour
Dumpster (if large production) .....	\$400
Parking.....	\$7/space
Fire Marshal .....	\$54/hour
Traffic Control Officers .....	\$24-50/hour
Custodial & Physical Plant .....	\$41-77/hour
Grounds Maintenance .....	\$54/hour

Rates are subject to change. Requests received less than one week prior to filming are subject to additional charges.

GUIDELINES  
FOR THE USE OF  
THE YALE NAME

Yale University will consider requests to use the Yale name in a film, video, photography, or television production. The University requires the following before evaluating any request:

- 1) a written request stating the specific placement of the Yale name within the production;
- 2) copies of all script pages that contain references to the intended use. The copies should begin at least one page prior to the reference and continue to at least one page after the reference;
- 3) a synopsis;
- 4) if available, information regarding the projected release date and audiences, and exposure of the entire project.

The University does not allow use of a genuine Yale diploma, but will provide a simulated diploma. Detailed instructions will be given upon receiving the request in full.

Revised: April 2007