

Filming Guidelines

Filming on campus should not interfere with normal University business and/or previously scheduled events.

1. Specified campus locations will be approved for specific date(s) and time(s) five (5) days prior to filming.
2. Licensee must submit script/storyboard to TUC for approval prior to commencement of filming (script must be read by the University's Director of News and Media who will, if required, sign a legal confidentiality form). The Script will include all speaking lines to be filmed on University premises. Any revisions or changes to the script/storyboard must be resubmitted to TUC for approval prior to filming.
3. Licensee must be sensitive to issues of diversity. In no way may any individuals engage in action or dialog on film maybe defamatory to any organizations, groups or individuals relative to: ethnicity, gender, physical abilities/qualities, age, race, sexual orientation, religion, or culture.
4. Licensee is not permitted to film anyone on University premises that is total nude or wearing a g-strings, thong underwear or breast tassels.
5. Licensor reserves the right to request film credit acknowledge as part of this agreement.
6. Licensee is hereby notified they are filming on an active University campus with over 40,000 faculty, staff, students and guest attending class, conducting business and other activities. The University Licensing's Staff will make every effort to minimize noise near the filming locations, but there may be circumstances out of Licensor's control when we cannot guarantee there won't be any noise.
7. During the event the Licensor's Liaison is the final arbitrator on any issue that may arise regarding use of the facility as it relates to this agreement.
8. University personnel must be available for assistance
9. The Parking Services Department approves the parking plan for both production vehicles and private cars.
10. USE OF MULTIPLE LOCATIONS BY FILM COMPANIES. Per the Licensing agreement, use of multiple locations will warrant additional fees. Facility fees will be assessed for use of each major location (smaller locations, such as classrooms or an outside lawn area, may be bundled as a major location). In the case of multiple camera crews working in different locations, a police officer and a liaison will be assigned to each location and billed accordingly.
 - o For a major location plus lawn/classroom/auditorium as holding areas - no additional fees will be applied.
 - o Use of additional locations (other than talent holding areas will) can be bundled under a single full-day rate. However additional fees for prep and strike will apply.

11. USE OF TWO CAMERA CREWS ON ONE AGREEMENT. University Licensing will increase location fees by forty percent (40%) when two camera crews are used on a film shoot.

12. SECURITY DEPOSIT. The following Security Deposit amount should be applied

- Still Photo: \$2,500
- Online/Video: \$3,500
- Commercial: \$5,000
- Television: \$10,000-\$15,000
- Feature Film: \$10,000-\$20,000

(Amount is subject to change per project requirements.)

13. Two (2) business days prior to filming, the following documents and payments must be received in the Licensing Office:

- Two (2) copies of signed agreement
- Certificate of insurance (including endorsement)
- All fees and estimated charges
- Security and damage deposit

***Insurance Coverage:**

All events require a "[Certificate of Liability Insurance](#)" with at least \$2-5 million aggregate coverage, and a separate insured [endorsement](#) page naming California State University, Northridge and The University Corporation as "additional insureds." Policies for workers compensation insurance and vehicle liability must also be submitted.

News/Reporting/Documentaries:

Local news, media reporting and documentary requests do not require a film permit; please contact the Office of Public Relations at (818) 677-2129.