

Guidelines for Filming and Photography on the University of San Diego Campus

1. All requests for filming, photography or video productions on campus (including news gathering video) must be directed to the [Office of Public Affairs](#), which is the only office on campus that can grant permission for such coverage and productions.
2. The University of San Diego reserves the right to review the entire shooting script for productions to be filmed in whole or part on the USD campus, and be aware of the film and/or television industry rating the project expects to receive, and reserves the right to deny permission for any production for any reason. If for any reason the standard industry code for film and/or television is changed after the production is completed, USD reserves the right to rescind permission to use scenes shot at USD. Unacceptable ratings are NC-17 and X. Other ratings may be considered unacceptable, depending on content.
3. Any production company or independent entity photographing or filming on campus must, in advance of production, provide the University of San Diego with a valid liability insurance policy with a limit not less than \$1,000,000, and to list USD as additional insured while on campus. The policy should be sent to USD with a cover letter, along with the signed agreement below.
4. Location fees will be determined by the Office of Public Affairs depending on the size and scope of the production, and the number of days of filming. Location fees are in addition to expenses incurred for use of University of San Diego facilities or personnel, and such expenses will be collected by the Office of Public Affairs and distributed to relevant departments. Expenses include, but are not limited to, security personnel, maintenance personnel, grounds keeping, repairs, meals, advisory personnel, and other expenses.
5. Any production company or independent entity photographing or filming on campus must, in advance of production, provide the university with the full amount of the agreed upon location fee, which will be determined by the size and nature of the production. In addition, production company agrees to restore and repair university facilities and grounds to original condition after use, or to pay for such restoration and repairs.
6. Any production company or independent entity photographing or filming on campus agrees not to use any University of San Diego logos, signage or other identifying marks unless specific permission is granted in writing by the Office of Public Affairs.
7. In advance of production, any production company or independent entity photographing or filming on campus will provide the university with a specific plan for the production, including

dates, times, locations, number of crew, size and number of trucks, parking needs, security needs, power needs, meal needs and facilities needs. The university reserves the right to withhold permission to film on certain areas of campus if production will disturb the ongoing academic and/or social activities of the university community.

I agree to abide by the rules and regulations outlined above:

Name (Print), Signature

Date

Title, Name of Company

Address

Phone

Please return the completed form to Linda Long at lindalong@sandiego.edu or fax to (619) 260-8315.