

University of Maryland Film Request Application

*A minimum of 10 business days is required to properly consider any request.

Name of Production Company: _____

Contact person for project: _____ Title: _____

Office: _____ Cell: _____

Fax: _____ Email: _____

Business St. Address: _____

City: _____ State: _____ Zip: _____

Person responsible for signing Filming Agreement:

Name: _____ Title: _____

Business St. Address: _____

Office: _____ Cell: _____

Fax: _____ Email: _____

Purpose and description of filming project: _____

Names of members of University of MD faculty, staff or students involved in this project: _____

What type of settings will you require for the shoot? (Describe interiors, exteriors..) _____

Will the University of Maryland be identified in the filming? _____

Requested Date(s): _____, _____, _____, _____

Arrival time: _____ am/pm Set Up: _____ am/pm Begin: _____ am/pm

Ending time, wrap up: _____ for outdoor filming, will additional days need to be considered in the event of inclement weather? Yes___ No___

If yes, give alternate dates: _____, _____, _____, _____

How many people are in the cast _____ and crew? _____

Will you need extras from the University for this project? Yes___ No___

If yes, how many? _____

To coordinate parking permits, how many and what type vehicles will you be bringing?

____ car(s) ____ large equipment truck(s) ____ bus(s)

*Please return completed Film Request Application to Pam Lloyd: plloyd@umd.edu, or fax to: 301-314- 9344. Upon receipt, your application will be reviewed and you will be notified in a timely manner concerning your request. Please keep a copy of this application for your records.

For approved projects, please note:

If the University of Maryland is identified in the filming, a copy of the script must be forwarded for review *when you submit your application*. A refusal/ cancellation may result if any element of the script is not congruent with the University's image and standing.

If your request is approved, and as we learn more about your project we can better assess what your final costs will be. Once approval has been granted, the specifics of your request will be coordinated and incorporated into a formal Film Agreement, to be signed by a representative of the university and the production company. No filming can proceed until both parties sign this agreement.

Once the Film Agreement is signed by both parties, the following must be submitted *prior to the start of filming*:

- A Certificate of Insurance for \$1,000,000 with a 30-day cancellation notice, which names the University of Maryland as an additional insured. Email to Pam Lloyd at plloyd@umd.edu, or fax: 301-314-9344.

- Location Filming Fee of \$ ____ per day (If your project is non-news related and does not include a member of our faculty or staff). Additionally, a refundable security deposit of \$1000.00 is required to cover possible damages during the shoot. Upon approval, two separate checks should be made out to the University of Maryland, and mailed to:

University of Maryland
Office of University Communications
Attention: Pam Lloyd
2101 Turner Hall
College Park, MD 20742

Based on the needs of your project, other service fees may apply. The following services can be provided at the prevailing rate charged by the relevant campus department, and these will be revealed up front, and billed once the shoot is finished:

- Use of selected facilities where rental fees apply
- Parking permits
- Security/After Hours Police Aide Escorts
- Staff liaisons in labs, resident halls and classrooms
- Electricians
- Food Services

Cancellation Policy: You must notify the Office of Communications 48 hours prior to the start of your filming project if cancellation is necessary. Call 301-405-4621, between 8:30am and 5:00pm (or if after hours/weekends: 301-257-0073, for cancellations only). Please be advised, a fee equal to 50% of the total Location Filming Fees will be charged if a cancellation occurs within 48 hours of the scheduled shoot.