

**Title:** Use of Boston College Facilities -- Filming, Videotaping, and Still Photography for Commercial and Entertainment Purposes  
**Code:** I-140-250  
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**Approved:** WPL

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## **Introduction**

From time to time, Boston College receives requests from movie, television, and advertising agency production companies to film, videotape, and photograph University buildings, grounds, and facilities for commercial and entertainment purposes. The University will generally attempt to accommodate those groups or causes whose activities are related to and further the mission of Boston College.

In order to organize such complex undertakings and to limit the potential disruption of campus life, a University-wide coordination effort is required. In its supervision of this effort, the Office of Public Affairs is responsible for the initial review of all requests; for all coordination efforts with production company representatives and the appropriate campus offices; and for the oversight of all production company campus location work. The Office of Public Affairs is also responsible for implementing, monitoring, and enforcing the provisions of this policy.

## **Policy**

Production content is a major consideration in all final decisions regarding the filming, videotaping, and photographing of Boston College buildings, grounds, and facilities for commercial and entertainment purposes. Productions whose content is considered to be inconsonant with the ideals and missions of Boston College will be disallowed. All final decisions are the responsibility of the Office of the President.

Boston College considers only those requests to film, videotape, and photograph the University campus for commercial and entertainment purposes that comply with the following set of conditions and guidelines:

### **I. Formal Requests**

A letter of intent must be filed by the requester with the Boston College Office of Public Affairs at least ten working days prior to filming. Layouts, storyboards, copy, and script review must accompany the request. The letter of intent must include the following information:

- (a) Location(s) requested;
- (b) Dates and times requested;
- (c) Number of persons involved in the project to be present at Boston College;
- (d) List of contact persons and their phone numbers;
- (e) Intended use of the images recorded at Boston College, and the intended use of the finished product;
- (f) Intention to use Boston College's name, nicknames, building, or unit names in the finished product;
- (g) Intention to use Boston College students, faculty, or staff as extras and/or models;
- (h) Statement of intent to meet fee, service charge, insurance, and indemnity requirements;

- (i) Parking requirements;
- (j) Specific utility requirements;
- (k) Special effects requirements; and
- (l) Additional required services (e.g., catering, security, alterations).

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3. **Fees**

Charges for use of the University campus are to be determined on a case-by-case basis.

All catering and security services must be provided by Boston College, and are to be billed as a requester expense.

4. **Alterations**

Boston College policy prohibits the alteration of existing space or facilities (e.g., repainting, moving of furniture) for production company purposes. However, if specific exceptions to this policy are requested, all alterations to University facilities must have the approval of the individual currently responsible for the space, and must be authorized by the Financial Vice President and Treasurer and/or the Vice President, Facilities Management.

All alterations are to be performed by Boston College personnel only, and their cost is to be borne by the requester. Moreover, all shooting locations must be returned to their original state at the requester's expense. The individual currently responsible for the space and the Financial Vice President and Treasurer and/or the Vice President, Facilities Management are responsible for ensuring that facilities are returned to their original state and for the oversight of this process.

5. **Indemnity and Insurance**

All requesters must sign a general insurance release ([EXHIBIT A](#)).

In the case of filming or videotaping, a certificate of insurance that names the University as an additional insured and that evidences general liability coverage with a \$1,000,000 minimum amount, automobile liability insurance with a \$1,000,000 minimum amount, Worker's Compensation coverage as required by law, and such other insurance as required by the Office of Risk Management and Insurance must be filed with the Office of Risk Management and Insurance at least five days prior to filming.

All special effects requirements, as outlined in the requester's letter of intent, are to be reviewed by the Office of Environmental Health and Safety. Requesters must guarantee that University facilities will suffer no permanent damage as a consequence of the use of special effects (e.g., smoke, fire, water damage), and that any temporary damage will be redressed at the expense of the requester. Additional insurance requirements (e.g., coverage for potential damage by special effects) are to be determined by the Office of Risk Management and Insurance. In its oversight of production company campus location work, the Office of Public Affairs is to attempt to anticipate and prevent temporary damage from special effects. The individual currently responsible for the space and the Financial Vice President and Treasurer and/or the Vice President, Facilities Management are responsible for determining if damage has occurred and for ensuring that facilities are returned to their original state.

6. **Scheduling**

Requesters are encouraged to solicit the use of the campus during periods least likely to be disruptive to academic programs and student life.

7. **Institutional Identification**

Requesters who wish to use Boston College's name, nicknames, building, or unit names

when filming, videotaping, and/or photographing the University campus for commercial and/or entertainment purposes may do so **only** with the approval of the Office of the President. At no other time may Boston College be identified in the finished product. The sale, transfer, or subsequent use of a finished product that incorporates Boston College's name, nicknames, building, or unit names must also be approved by the Office of the President.

University facilities that may be readily recognized by the public (e.g., Alumni Stadium, Bapst tower, Conte Forum, Gasson Hall tower, the main gate, O'Neill Library) may be used as backgrounds for commercials and advertisements **only** if script and shooting-angle clearance is granted by the Office of the President, as such pictures may be perceived as an endorsement. In general, partial building facades, grassy areas, and unidentifiable sections of campus buildings and facilities may be used for commercial and advertising purposes.

All requests and approvals regarding institutional identity must be clearly stipulated in the contract.

8. **Extras and Models**

The use of Boston College students in any type of filming, videotaping, or still photography for commercial or entertainment purposes must be cleared with the Office of the Dean for Student Development. All arrangements for extras and models, including fees, must be made directly with those involved. At no time will models who are not enrolled at the University be permitted to pose as matriculating Boston College students.

9. **Credits**

The identification of "Boston College" as a location in feature-length productions is to appear in the credits at the option of the University.

**Procedures**

I. **Contracts**

- (a) A standard contract, developed by University counsel for use by the Office of Public Affairs, incorporates the following terms:
- Specifics (locations, scheduling);
  - Fees and service charges, including dollar amount of required prepayment (based on estimate of fees and services specified);
  - Intended use of the images recorded at Boston College, and the intended use of the finished product;
  - Insurance requirements;
  - Utility requirements; and
  - Restoration of the location to its original state.

Additional terms, including the following, are to be incorporated as required:

- Approval of the use of Boston College's name, nicknames, building, or unit names in the finished product;
- Right of Boston College to approve of the sale, transfer, or subsequent use of a finished product that incorporates Boston College's name, nicknames, building, or unit names;
- Catering requirements;
- Security requirements;

- Parking requirements;
- Alteration requirements and approvals; and
- Special effects requirements, subject to review by the Office of Environmental Health and Safety.

(b) Nonstandard contracts must be reviewed by University counsel.

(c) All contracts must be signed by the Financial Vice President and Treasurer.

2. **Billing**

All of the services provided by University departments (e.g., Boston College Police, Dining Services, Facilities Management) for production company projects are to be coordinated, billed, and reimbursed through the Bureau of Conferences. The Bureau of Conferences is also responsible for the billing of location fees.

An estimate of location fees and charges for services specified in the requester's letter of intent are to be prepared by the Bureau of Conferences and forwarded to the Office of Public Affairs for inclusion in the contract. This amount is to be prepaid by the requester during the interval following approval of the contract by both parties and commencement of production. The Office of Public Affairs is to forward all prepayments to the Bureau of Conferences. Production companies are to be billed for all final charges by the Bureau of Conferences following execution of the contract.

3. **Checklist of Responsibilities of Coordinating Departments**

(a) Office of Public Affairs

- Solicit and review letters of intent from requesters.
- Verify with the Academic Vice President's Office and the Office of the Dean for Student Development that the planned use of campus facilities will not interfere with scheduled academic or student programs.
- Secure final approval of commercial or entertainment use of campus facilities from the Office of the President.
- Notify Bureau of Conferences of all production company service requirements.
- Coordinate the prepayment process with the Bureau of Conferences.
- Oversee the preparation and completion of all standard contracts. Prepare, in consultation with University counsel, nonstandard contracts.
- Secure signed contracts from the Financial Vice President and Treasurer.
- Ensure that certificates of insurance are forwarded by requesters to the Director of Risk Management and Insurance at least five days prior to filming.
- Oversee production company campus location work.

(b) Bureau of Conferences

- Coordinate and arrange for required services (e.g., catering, security, construction, utilities).
- Determine space availability. (NOTE: The use of classrooms must also be approved by the Director, Student Services.)
- Administer the prepayment and billing processes.

(c) Boston College Police

- Parking
- Access/elevators/handicapped access
- Additional security/crowd control
- Traffic/pedestrian control
- Noise control

(d) Facilities Management

- Construction needs/scaffolding/lighting/props
- Utility needs
- Moving needs
- Area work stoppage requirements
- Noise control (including bell tower shutdown)
- Secure review of special effects from Office of Environmental Health and Safety/special effects requirements
- Fire alarm shutdown/fire safety requirements

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