

Georgia Institute of Technology
Policy Statement for use of Campus Facilities for Filming

Use of Institute name or likeness:

Any use of the names, marks, logos, trademarks, or campus icons of the Georgia Institute of Technology is governed by the Board of Regents of the University System of Georgia.

The Georgia Institute of Technology is an institute for higher education and research studies. The Institute is the custodian of buildings and grounds that have significant financial and aesthetic value. However, as a public university, the Institute recognizes its appeal as a resource for the state of Georgia's film industry. As such, we have developed policies for safe and equitable use of the campus.

Film proposals will be reviewed for content by the Institute of Communications and Public Affairs. If the content is approved, the request will be forwarded to the Office of Capital Planning and Space Management for final approval. The CPSM administrators will meet with the film organizers to assess the following:

- Dates and times of filming
- Length of filming
- Fees/deposits
- GT License Agreement
- Liability Insurance
- Location Agreement
- Legal review of Location Agreement
- Site Inspection
- Building Access
- Equipment
- Parking
- Number of participants
- Number of GT personnel required

Assessment Criteria/Fees

1. Please fill out the on-line application form.
2. Submit a copy of the film script.
3. Submit a \$100 non-refundable deposit made out to the Georgia Institute of Technology to be deducted from total cost.
4. Submit a detailed filming schedule to the Office of Capital Planning/Space Management.
5. Film shoots on campus are \$300 per hour for space use only. This does not include the cost of parking, security, facilities or other services rendered.
6. A 20% overhead charge will be included in the total cost of the invoice.

Please Note: Due to the significant student body on campus and an increase in classes and activities in campus buildings, filming can only be scheduled during the summer months or during spring break unless otherwise approved.

On-Line Application for Use of GT Campus Space for Filming

Today's date: _____

Type of film project: Movie____ Commercial____ other (explain):

Name of Organization requesting permission to film on GT Campus:

Contact person: _____ Phone: _____

Cell: _____ Fax: _____ email: _____
Please provide phone/pager numbers that will allow quick contact.

Dates and times of film shoot:

Set-up dates and time:

Additional filming time is up to the discretion of the CPSM Department.

Are you affiliated with the Georgia Department of Film, Video & Music? If so, who is your contact at GDFVM:

Are you a non-profit organization? : _____

