

UNIVERSITY OF MANITOBA POLICY

Policy:	FILM LIAISON
Effective Date:	November 5, 1997
Revised Date:	October 15, 2013
Review Date:	October 15, 2023
Approving Body:	Vice-President (Administration)
Authority:	
Responsible Executive Officer:	Vice-President (Administration)
Delegate:	Associate Vice-President (Administration)
Contact:	Executive Assistant, Associate Vice-President (Administration)
Application:	All Staff; All Students; All External Parties

Part I Reason for Policy

- 1.1 The University of Manitoba embodies a vast array of potential film location sites and on occasion allows use of its facilities to members of the external film production industry for location shoots. The purpose of this Policy is to provide guidance whereby interior and exterior space at the University may be offered for use to external media production organizations as film locations. This Policy does not apply to news and public affairs coverage of University events, activities and personalities by television, audio or video recording.

Part II Policy Content

- 2.1 External requests to film on any premises owned by the University of Manitoba must be made to the Executive Assistant to the Associate Vice-President (Administration) who will act as the University of Manitoba Film Liaison Officer.
- 2.2 The Film Liaison Officer will coordinate such activities in all areas of the University.

- 2.3 Filming must not, within reason, disrupt the normal operations and activities of the University and must not, under any circumstance, result in a cost to the University.
- 2.4 Interior location shoots must be coordinated between the Film Liaison Officer and the relevant heads of units occupying the space requested.
- 2.5 Temporary set construction and alterations to buildings must first be approved by the Film Liaison Officer in consultation with the Associate Vice-President (Administration). Any such requests must be made in writing and include applicable drawings. Upon completion of filming, all sites must be returned to their previous condition at the expense of the film production company.
- 2.6 Program scripts must be forwarded to the Film Liaison Officer at least two weeks in advance of production. The University of Manitoba reserves the right to refuse any script which may in any way be incongruent with University of Manitoba image, goals and objectives. The University of Manitoba reserves the right to require that any or all scenes conceal the University's identity.
- 2.7 The University of Manitoba reserves the right to either refuse or require film credits.
- 2.8 Requests for filming must be made at least two weeks in advance of commencement of production.
- 2.9 An agreement will be negotiated between the University and the visiting production company.
- 2.10 All arrangements, including the payment of Location Fees, evidence of required insurance and conclusion of applicable agreements and refundable bonds must be completed at least 48 hours in advance of the commencement of filming.

Fees and Related Expenses

- 2.11 A Location Fee of \$1,500 per day will be charged in addition to full recovery of all costs incurred by the University in relation to film production activity. The Location Fee will be payable 48 hours prior to commencement of filming; other fees payable when billed. An hourly rate of \$100 will be charged for commercial still photography.
- 2.12 The Producer has the right to change the dates and times it uses the Campus provided a written notice of these intentions is received at least 48 hours in advance of the shoot. If the Producer cancels or reschedules a shoot without at least 48 hours' notice, a Cancellation Fee of 50% of the payable Location Fee will be charged. Rescheduling of dates will then be considered a new request.
- 2.13 Production agencies filming at the University must agree to hold the University harmless of any liability and loss which the University may suffer or incur by

reason of any injury to any person or damage to any property caused by the Producer or any of its employees or equipment, or any persons introduced to the premises by reason of such filming. Evidence must be provided of liability insurance coverage in the amount of at least \$5,000,000 and showing the University of Manitoba as co-insured. A refundable bond of \$1,000 per location day may be required if the risk of damage to University property exists.

- 2.14 Production agencies filming at the University requiring auxiliary power must use silenced generators and suspend or cover all cables at their expense.
- 2.15 Exceptions to all or part of this Policy may be made by the Vice-President (Administration).

Part III Accountability

- 3.1 The Office of Legal Counsel is responsible for advising the Vice-President (Administration) that a formal review of this Policy is required.
- 3.2 The Associate Vice-President (Administration) is responsible for the implementation, administration and review of this Policy.
- 3.3 All staff, students and external parties are responsible for complying with this Policy.

Part IV Authority to Approve Procedures

- 4.1 The Vice-President (Administration) may approve Procedures, if applicable, which are secondary to and comply with this Policy.

Part V Review

- 5.1 Governing Document reviews shall be conducted every ten (10) years. The next scheduled review date for this Policy is October 15, 2023.
- 5.2 In the interim, this Policy may be revised or repealed if:
 - (a) the Vice-President (Administration) or the Approving Body deems it necessary or desirable to do so;
 - (b) the Policy is no longer legislatively or statutorily compliant; and/or
 - (c) the Policy is now in conflict with another Governing Document.

- 5.3 If this Policy is revised or repealed all Secondary Documents, if applicable, shall be reviewed as soon as possible in order that they:
- (a) comply with the revised Policy; or
 - (b) are in turn repealed.

Part VI
Effect on Previous Statements

- 6.1 This Policy supersedes all of the following:
- (a) all previous Board of Governors/Senate Governing Documents on the subject matter contained herein; and
 - (b) all previous Administration Governing Documents on the subject matter contained herein.

Part VII
Cross References

- 7.1 This Policy should be cross referenced to the following relevant Governing Documents, legislation and/or forms:
- (a)