**Department of Media Arts**

**Campus film locations: provisional booking form**

Permission for filming will need to be granted by one of the following groups, depending on which location you wish to film in. Please complete all relevant sections of this form and send the form to all contacts shown for your chosen location. **Filming requests will only be processed if this form is submitted**. **Please allow five working days for a response although requests for rooms along Founders West corridor including the Picture Gallery and the Large and Small Boardrooms can take longer. Students are unable to book rooms directly, they have to be booked by staff members.**

|  |  |  |
| --- | --- | --- |
| Location | Contact | e-mail address |
| College residences including surrounding grounds | Accommodation Services | CustomerServices@rhul.ac.ukSpaceManagement@rhul.ac.uk |
| Catering outlets and Commercial premises (including cafés, the Hub, Picture Gallery) | Conferences and Catering | catering@rhul.ac.uksales-office@rhul.ac.ukSpaceManagement@rhul.ac.uk |
| Academic departments | You will need to contact the relevant department directly to request permission |
| Teaching rooms and office space | Media Arts Admin team | Mediaarts@rhul.ac.ukSpaceManagement@rhul.ac.uk |
| SU venues (SU building, Packhorse, SU Plaza) | Students Union | suvenues@rhul.ac.ukvenues@su.rhul.ac.ukSpaceManagement@rhul.ac.uk |
| All other outside space and all other buildings including the Davison Building and Founders | College Space team | SpaceManagement@rhul.ac.uk |

Once you have received provisional confirmation that the location is available on the dates you’ve requested, you will be required to complete the safety risk assessment using our [Production Buddy](https://productionbuddy.royalholloway.ac.uk/login) online system, have it approved by your practice course tutor, and **submit a pdf copy to the relevant contact(s) above**. Once the forms have been submitted and approved, a confirmation email will be sent giving you permission to film. When your filming is finished the room(s) used must be reinstated exactly as they were found. If any items have been covered up, they need to be uncovered.

**Anyone caught filming without the necessary permissions will be subject to disciplinary action**.

When requesting permission for Academic Buildings it is often very difficult to get permission for filming during the working day, especially for long and complex shoots (multiple locations, chase sequences, etc.). These buildings are very busy, with staff and students going about their daily business. Where possible, permission needs to be requested for out of hours or weekend access.

When requesting permission to film in bookable residential accommodation, Accommodation Services will only be able to hold the room for 24 hours. You will be required to submit your safety risk assessment and ask your tutor to approve within this timeframe to secure your reservation. Otherwise, the only alternative is to pay for your booking.

**The person granting permission is responsible for notifying Security of the request and for checking the area is available on the requested date and time for filming.**

**To be completed by the student**

|  |  |
| --- | --- |
| Date, time and duration of filming | Click here to enter text |
| Number of people involved | Click here to enter text |
| Lead contact name, telephone number and email address | Click here to enter text |
| Name of course tutor | Click here to enter text |
| Brief overview of what’s being filmed | Click here to enter text |
| Location and area of filming – be specific, provide photos where possible | Click here to enter text |
| List main equipment items and props | Click here to enter text |

**To be completed by the Course Tutor**

|  |  |
| --- | --- |
| Name | Click here to enter text |
| Date | Click here to enter text |
| Risk Assessment checked:All relevant departmental documentation completed: | Click here to enter textClick here to enter text |