UNIVERSITY OF WYOMING

APPLICATION FOR
FOR FILMING, PHOTOGRAPHY, RENTAL and FACILITY USE
ON CAMPUS

General information

Type of event  □ Production filming  □ Still photography
□ Documentary/Educational film  □ Student project
□ Location desired  □ Other: ____________________

Name of Organization/Individual ________________________________

Date ______

Name of Representative/Contact ____________________________________

Phone # __________________ Fax __________________

Address

_________________________________________________________________

City ___________________________ State ________ Zip ________________

Email ____________________________

Name of Sponsoring Campus Department (if any) ________________________

Department Contact __________________________ Phone # ________________

Purpose of the Event: ________________________________________________

_________________________________________________________________

Date/s and Beginning/Ending Time Requested for the Event: _______________

_________________________________________________________________

Event details

Campus Facility/Grounds Area Desired. Please attach reservation confirmation from Central Scheduling.

(If applicable, include proposed modifications and/or alterations to the campus; use a separate sheet of paper, if necessary):

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________
NOTE: Any/all modifications and/or alterations must be removed and the area returned to its previous state when event is done.

Are you requesting permission to film or photograph any of the following: University of Wyoming landmark signs, student residence and dining halls, faculty residential housing, the University of Wyoming Laboratory School, the Student Health Services building or any University of Wyoming family medical residency centers, research laboratories, or the President’s residence?

No ☐

Yes ☐ If so, which facility or facilities? ________________________________

Provide a description of any and all activities that will occur on Campus Facility/Grounds Area (Use a separate sheet of paper, if necessary): ____________________________________________
____________________________________________________________________________
____________________________________________________________________________

Anticipated Attendance (include number of people in crew and all others): __________________
____________________________________________________________________________

Total Number of Vehicles (please specify details below): _________________________________

<table>
<thead>
<tr>
<th>Trucks</th>
<th>Motor homes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Autos</td>
<td>Picture Cars</td>
</tr>
<tr>
<td>Vans</td>
<td>Camera Cars</td>
</tr>
<tr>
<td>Catering</td>
<td>Generator</td>
</tr>
<tr>
<td>Trailer</td>
<td>Other (please specify)</td>
</tr>
</tbody>
</table>

Pyrotechnics:

<table>
<thead>
<tr>
<th>Description</th>
<th>Technician</th>
<th>License #</th>
</tr>
</thead>
<tbody>
<tr>
<td>F/X Permit #</td>
<td>Phone #</td>
<td></td>
</tr>
<tr>
<td>Pager #</td>
<td>Cell #</td>
<td></td>
</tr>
</tbody>
</table>

Brief Detailed Description of project/event (NOTE: for film or TV shoots submittal of script is required):
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
Are you requesting permission for the university be identified in the project as UW? If so, how will the University be portrayed?

____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

List equipment to be used during film/shoot:
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Other Special Requirements: __________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Additional Information

Insurance

Liability insurance may be required when using UW facilities and grounds. Required insurance coverage will be determined in consultation with University of Wyoming Risk Management.

Fees

Rates for the use of university facilities will be assessed and invoiced by the UW Central Scheduling Office for commercial photography or filming as set forth in University Policy.

Scheduling Priorities

The UW Central Scheduling Office has the right to refuse an application for photography or filming due to a conflict in scheduling spaces or events on campus or if University elects not to participate in a project for any reason. Scheduling priorities for university functions will take precedence over non-university functions.
Direction for this Form and Additional Obligations

Applicant is to fill out this form in its entirety either online or by remitting the form to:

Central Scheduling  
Dept. 3982, 1000 E. University Ave.  
Laramie, WY 82071  
central-scheduling@uwyo.edu  
Ph: 307-766-6717/2487  
Fax: 307-766-3557

A representative from Central Scheduling will contact you regarding this application and will advise you on the next steps involved with obtaining the permit.

We request that a fully completed application be submitted to Central Scheduling **no less than seven business days prior** to the first day of prep or shooting.

If the University of Wyoming or a specific venue on campus requires its personnel to be present as a condition of use, personnel must be scheduled in advance. Personnel include but are not limited to a location manager, fire safety officer, Physical Plant staff, and University Police. Any additional costs for UW personnel will be assessed in addition to the permit or location fee, as applicable.

**Applicant**

________________________________________
Signature 

________________________________________
Date

________________________________________
Name of Company (if applicable)

________________________________________
Title