UNIVERSITY OF WYOMING

APPLICATION FOR FOR FILMING AND PHOTOGRAPHY ON CAMPUS

General information		
Type of project	□ Production filming□ Documentary/Educational film□ Other:	☐ Still photography ☐ Student project
Name of Organization	n/Individual	
Date		
Name of Representati	ive/Contact	
Phone #		Fax
Address		
City	State	Zip
Email		
	Campus Department (if any)	
Department Contact		Phone #
Purpose of the Event:		
Date/s Requested for	the Event:	
Production details		
	unds Area to be used (If applicable, incl pus; use a separate sheet of paper, if ne	<u> </u>

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?

Anticipated Attendance (include number of people in crew): Total Number of Vehicles (please specify details below): Trucks Motor homes Autos Picture Cars Vans Camera Cars Catering Generator Trailer Other (please specify) Pyrotechnics: Description		
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Trucks Motor homes Autos Picture Cars Camera Cars Catering Generator Trailer Other (please specify) Pyrotechnics: Description License # Phone # Phone #	number of people in crew):	
Autos Picture Cars Vans Camera Cars Catering Generator Trailer Other (please specify) Pyrotechnics: Description License # F/X Permit # Phone #	specify details below):	
Vans Camera Cars Generator Other (please specify) Pyrotechnics: Description License # Phone # Phone #	Motor homes	
Catering Generator Trailer Other (please specify) Pyrotechnics: Description License # F/X Permit # Phone #	Picture Cars	
Trailer Other (please specify) Pyrotechnics: Description Technician License # F/X Permit # Phone #	Camera Cars	
Pyrotechnics: Description Technician F/X Permit #Phone #	Generator	
Description Technician License # F/X Permit # Phone #		
Technician License # F/X Permit # Phone #		
F/X Permit #Phone #		
	License #	
	Phone #	
Brief Description of project (NOTE: for film or TV shoots submittal of script is required):	TE: for film or TV shoots submittal of script is required):	
Brief Description of project (NOT		

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.

Directions 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 your filming and photography application and will advise you on the next steps involved with utilizing the permit.

We request that a fully completed application be submitted to Central Scheduling <u>no less than</u> <u>seven business days prior</u> 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	