# **UNIVERSITY OF WYOMING**

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

General information		
Type of event	<ul> <li>Production filming</li> <li>Documentary/Educational film</li> <li>Location desired</li> </ul>	<ul> <li>Still photography</li> <li>Student project</li> <li>Other:</li> </ul>
Name of Organizati	on/Individual	
Date		
Name of Representa	ative/Contact	
Phone #		Fax
Address		
City	State	Zip
Email		
Name of Sponsoring	g Campus Department (if any)	
Department Contac	et	Phone #
Purpose of the Even	nt:	
	ng/Ending Time <del>Requested</del> for the Event:	
Event details		
Campus Facility/Gr Scheduling.	counds Area Desired. Please attach reser	vation confirmation from Central
(If applicable, inclu sheet of paper, if ne	ide proposed modifications and/or alteratic cessary):	ions to the campus; use a separate —

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  $\Box$  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): Trucks Motor homes \_\_\_\_\_ Autos **Picture Cars** \_\_\_\_\_ Camera Cars Vans \_\_\_\_\_ Catering \_\_\_\_\_ Generator Other (please specify) Trailer **Pyrotechnics:** Description License # Technician F/X Permit #\_\_\_\_\_ Phone # Pager # Cell #

**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.

# **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 this application and will advise you on the next steps involved with <del>utilizing</del> obtaining 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