

# Guidelines for Filming on Campus

**Current as of 26 July 2023**

## Introduction

There may be many reasons and opportunities to do filming at the University of Auckland. Event owners may want to film activities they have organised, students may need to do filming to support their studies, or external groups may want to film content for broader use beyond the University.

For all events or activities that involve filming on campus, an assessment and approval is required by the appropriate teams within the University. These guidelines should be followed by anyone who wishes to undertake filming on campus. The guidelines have been prepared, and are maintained, by the Event Coordination Group. Should you have any questions relating to these guidelines, please contact [ecg@auckland.ac.nz](mailto:ecg@auckland.ac.nz)

## When do these Guidelines Apply?

For filming on campus that is directly for **news or media**, requests should be made directly to the University's Media and Communications team, via [staff-comms@auckland.ac.nz](mailto:staff-comms@auckland.ac.nz)

For **filming by University students** where the filming is required directly as part of their studies, contact the Media and Communications team, via [staff-comms@auckland.ac.nz](mailto:staff-comms@auckland.ac.nz) so that clearance is arranged.

For **all other filming requests**, where the filming is for commercial use or if the filming will be screened beyond the University, the principles and guidelines that follow will apply.

## Principles Concerning Filming on Campus

- Events, including filming, undertaken on University premises must be both *appropriate* and *compliant*, as defined within the University's [Event Management Policy](#).
- Filming on campus must not occur without the prior approval from the University.
- The University's absolute priorities are teaching, learning and research. Filming on campus will not be permitted at any time if it might impact classes, examinations, or pre-booked University activities.

## Guidelines to Filming on Campus

For all commercial filming, or where the filmed content will be screened beyond the University, an assessment and approval is required by the appropriate teams within the University.

The assessment consists of three key parts:

1. The proposed timing of the filming. The proposed dates must be clear of any core University operations (teaching / exams / student activities / construction).
2. The nature of the proposed filming. This must be appropriate, in line with the University's [Event Management Policy](#). Where the filming is requested by a third party, the filming will require endorsement from an External Event Sponsor.
3. The availability of key University resources. If the extent of the proposed filming requires access to University facilities or support from University staff, approval will be subject to their availability.

To request approval to film on campus, an Event Notification Form must be completed and submitted for assessment. For students and staff of the University, the Event Notification Form may be accessed via the [University's website](#). For external parties, an email should be sent to [ecg@auckland.ac.nz](mailto:ecg@auckland.ac.nz) so that an appropriate version of the Event Notification Form can be shared.

Once completed and submitted, the Event Notification Form will be received by the University's Event Coordination Group, who will coordinate the assessment and respond with guidance, advice and next steps.

## Frequently Asked Questions (FAQs) Concerning Filming on Campus

### Q. Is filming permitted on campus at any time of the year?

**A.** The proposed dates and times for filming must be clear of any core University operations (teaching / exams / student activities / construction). Therefore, it is highly recommended that your proposed filming date should falls outside of the times set for teaching/University related events, or your filming should fall on a weekend/study break.

For more information, you may check the University's [Semester Dates](#) to understand the timing of teaching periods and breaks between teaching.

## Q. What is an External Event Sponsor, and how do I contact them?

**A.** From the University's [Event Management Policy](#), where the Event Owner is external to the University (i.e. not a current student or staff member) the event must have an External Event Sponsor. This applies for filming where the person or organisation requesting the filming is external to the University.

An External Event Sponsor must be a manager at Level 3 (or higher) of the University's Organisational Structure (UOS) or a member of the Auckland UniServices Ltd executive team. The External Event Sponsor is responsible to determine and approve the *appropriateness* of an event (including filming) where the Event Owner is external to the University.

If the Event Owner has a connection with an eligible External Event Sponsor at the University, they may contact them in advance of submitting their filming request. If the Event Owner does not know any eligible External Event Sponsors at the University, they should email details of their intended filming to [staff-comms@auckland.ac.nz](mailto:staff-comms@auckland.ac.nz) so that its appropriateness for sponsorship can be considered.

## Q. Do fees apply for filming at the University's campuses?

**A.** If filming is approved, fees may apply for the use of University facilities or support/attendance by University staff. The organisation undertaking the filming will be required to complete and sign a Use of Facilities agreement, which will document applicable fees and confirm the extent of respective liabilities.

## Q. What facilities or resources might be available on campus, to support my filming?

**A.** When completing the request to film via the Event Notification Form, you will be asked whether your filming may require the use of various University facilities or resources. These might typically be access to utilities, or the involvement of University staff from security, event services or campus operations. Use of facilities and resources will be subject to their availability and fees may apply.

## Q. Are there limits to the equipment and resources (e.g. number of actors, crew, vehicles) I can bring onto campus for my filming?

**A.** As the campus buildings and spaces are not purposely designed for filming, there are certainly limitations on what may be possible to bring on to campus and to use for filming. The Event Notification Form asks you to supply information about your own equipment or resources so that the University can assess your request. To support the approval of your filming request, it is recommended that the number of vehicles, people and equipment is kept to a minimal number.

## Q. What should I be aware of when planning for possible filming at the University?

A. Anyone planning to film at the University should consider the following key things before submitting their application via the Event Notification Form:

- Check that the timing does not clash with teaching, examinations, major University events, or construction activities.
- Consider if the nature of the filming will be considered appropriate in line with the University's Event Management Policy, and that there will be an External Event Sponsor who is willing to endorse the filming.
- How to minimise the reliance on University resources that may be needed to support the filming.
- Ensure that the filming request is submitted with sufficient time for the University to assess it fully (at least 6 weeks prior to proposed filming dates).

## Q. Who can I contact if I have a different question about filming on campus?

A. Please send your question via email to [ecg@auckland.ac.nz](mailto:ecg@auckland.ac.nz)