

Trinity College

Guidelines for Use of the Name or Facilities for Film, Video, and Photography

The Office of the Communications in conjunction with Office of Calendar and Special Events is responsible for reviewing, approving, and coordinating all non-news requests for film, video, and photography. The following guidelines outline the process for obtaining permission and assistance in filming or photographing on campus. The College's film policy is designed to minimize disruption of normal college activities. No film location requests will be approved which seriously disrupt the normal activities of the College.

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Location Survey

A representative from the College's Offices of Communications and Calendar and Special Events will accompany a representative of the Production Company on an initial tour of the campus to identify possible filming or photography sites.

Requesters are encouraged to petition for the use of the campus during periods least likely to be disruptive to academic programs and student life (i.e. early-mid January, mid-March, and early June-mid August). Provided that scheduling and current construction projects are not an issue, most exteriors may be used for filming or photography sites. The buildings cannot be identifiable as Trinity College buildings, except in those cases when such identification has been pre-approved by Trinity's Office of Communications.

Because of the nature of their use, requests for the following locations are available only on a case-by-case basis and may involve additional fees:

- all interior locations (including residence halls and classrooms)
- Ferris Athletic Center
- Mather Campus Center
- Koepfel Student Center
- The Chapel
- Raether Library and Information Technology Center
- The Quadrangle

It is important that the College community have access to all facilities. Permission to film is contingent upon the agreement to allow some access to all locations where filming occurs.

Request Process

In order for any filming, photography, or video recording (“filming”) to occur on the Trinity campus, the Offices of the Communications and Calendar and Special Events must have all of the following information or documentation on hand from the requesting party: Requests for must normally be made at least two (2) weeks in advance, and in no case will be accepted fewer than ten (10) days in advance.

Formal Request Proposal

The request proposal to the Offices of Communications and Calendar and Special Events must include the following information:

- Name of production company
 - Contact information of primary contact
 - Copy of the entire final script or storyboard with the relevant portions marked
 - Location(s) requested
 - Type of activity to be filmed, videotaped, or photographed
 - Estimated date(s) and location(s) to be used
 - Number of people involved in each day’s shooting
 - Intended use of the images recorded at Trinity College, and the intended use of the finished product
 - Intention to use Trinity College students, faculty, or staff as extras and/or models
 - Statement of intent to meet fee, service charge, insurance, and indemnity requirements
 - List of equipment and vehicles used in connection with the project
 - Parking requirements
 - Specific utility requirements
 - Special effects requirements
 - Additional required services (e.g., catering, security, alterations)
- If requesting the use of the Trinity name, marks, or buildings, the following additional information is needed:
- specific placement of the Trinity name within the production
 - relevant portions marked that contain references to the intended use.
 - a synopsis
 - if available, information regarding the projected release date and audiences, and exposure of the entire project

Once the College has received the formal request proposal, the College will evaluate and approve the request according to the following:

- 1) location(s) and date(s) cannot impede with normal College business and events
- 2) filming cannot conflict with prior commitments on campus or current construction projects
- 3) necessary security, parking, facilities, and other personnel are available

Guidelines for the Use of the Trinity name, marks, or buildings

The College does not allow use of a genuine Trinity diploma, but will provide a simulated diploma. Detailed instructions will be given upon receiving the request in full.

Trinity College Offices of Communications and Calendar and Special Events reserve the right to refuse any request for filming on campus.

Acceptance

- Formal request proposal finalized
- Signed agreement with the production company
- Bank check payable to “Trustees of Trinity College” for all location fees and other estimated charges
- A security deposit adequate to an estimate of risk must be presented in a bank check payable to “Trustees of Trinity College”. The deposit will be refunded after all services have been provided and/or damages have been paid.
- A Certificate of Insurance naming Trinity College as additional insured for the day(s) of filming, load-in, and strike must be presented to the Office of Calendar and Special Events, a minimum of 5 business days prior to filming and/or load-in. Coverage ranges from \$1 million to \$5 million and is determined by the nature of the project.
- Trinity College requires that the Production Company conduct a technical walk-through of the approved locations with a representative of the Offices of Communications and Calendar and Special Events. All of the Production Company’s Department Heads as well as the Director and Producer will be required to participate in the technical walk-through in order to define the scope, time frame, and methods of the work to be performed. It is important to anticipate and discuss any issues that will impact the use of College staff or facilities at this time. Surveys will be conducted no later than seven (7) days in advance for feature films, and forty-eight (48) hours in advance for commercials. Promptly thereafter, the Company will deliver a final blocking to Trinity outlining location of camera crew, electricians, etc. Any changes beyond this point will be subject to College approval and may involve additional fees.

Alterations

Trinity College policy prohibits the alteration of existing space or facilities (e.g., repainting, moving of furniture) for production company purposes. However, if specific exceptions to this policy are requested, all alterations to College facilities must have the approval of the individual currently responsible for the space, and must be authorized by the Financial Vice President and Treasurer and/or the Director of Facilities. All alterations are to be performed by Trinity College personnel only, and their cost is to be borne by the requester. Moreover, all shooting locations must be returned to their original state at the requester's expense. The individual currently responsible for the space and the Financial Vice President and Treasurer and/or the Director of Facilities are responsible for ensuring that facilities are returned to their original state and for the oversight of this process.

A cancellation fee will be charged if cancellation occurs after the agreement has been signed. The fee is 25% of the total location and rental fees.

Fees

A full day is twelve (12) hours; any shoot over twelve hours will be charged additional costs based on hourly rates. Certain locations may have additional site-specific fee requirements. The time covered begins when the first production vehicle arrives and ends when the last one leaves on the day(s) of the shoot. Requests received less than one week prior to filming are subject to additional charges. Arrangements can be made for weekend filming, but additional fees may apply.

Schedule

Location fees will be negotiated on a case-by-case basis.

Other fees associated with filming on campus:

Designated College Representative		\$50/hour
Campus Safety Officer (4-hour minimum)		\$50/hour
Custodial	\$50/h	our
Grounds	\$50/h	our
Fire Marshal	\$54/h	our
Dumpster (if large production)	\$400	
Parking	\$5	per space

Rates are subject to change.

Campus Support Services

Campus Safety

All production companies are required to hire Campus Safety Officers during their stay on campus with a four-hour minimum. The Campus Safety minimum security requirement is one officer for every 50 cast/crew members on campus. Security for special days, such as dressing and strike days, will be discussed as needed. Officers are booked at least 72 hours prior to the start of a shoot. Should the start time change, the production company will still be billed at the time originally established. Activity on city streets may require hiring Hartford Police Department Officers.

Catering

All catering must be provided by Trinity College’s foodservice vendor, Chartwells, and is to be billed as a requester expense.

College Staff Representative

The Offices of Calendar and Special Events and Communications will assist film company personnel with scouts and arrangements. During the filming, a representative from the Office of Calendar and Special Events or designated College representative must be present at all times, and the College will charge the production company according to the rates listed above.

Parking

All parking arrangements for cast, crew, and production vehicles must be made in advance of shoot days. The Production Company must advise cast and crew of parking structure height limitation and parking permit procurement. No production vehicles will be allowed to set up on campus before 5:30 a.m. on the day(s) of filming. Where vehicle parking will affect pedestrian traffic, film crews will be expected to set up appropriate signage and safety barriers to alert pedestrians to potential hazards.

Trash

The Production Company must remove all trash resulting from its use of the facilities and dispose of it properly at the close of each day, unless other arrangements are made in advance. Quantities of trash in excess of one bag will require custodial services or dumpster rental.

Use of Subcontractors

It is understood that some crew or services may be subcontractors of the Production Company that is contracting with the College. However, the Production Company accepts full responsibility to the College for the acts and omissions of all persons directly or indirectly employed while on campus.

Misc

Crew Conduct

Trinity College is pleased to welcome film productions to its campus community. However, the primary function of the College is that of an educational institution. When working on campus, crew, including subcontractors and talent, must abide by the following requirements. Disregard for these may result in removal of individual crew from College property or suspension of the production.

- All production crew shall wear an identification badge at all times while on College property, except when talent is being filmed.
- All production crew will confine their activities only to the specific areas that have been designated for the production.
- All requests for assistance from Trinity College staff will be directed only to the designated representative of the Office of Calendar and Special Events.
- Smoking is prohibited in **all** College buildings and is permitted only in certain outdoor areas.
- All cigarette butts must be properly disposed of in receptacles (butt-cans) to be provided by the Production Company.
- Consumption of alcoholic beverages or narcotics is prohibited on campus.
- All production crew will keep noise levels as low as possible. All cast and crew will refrain from the use of lewd or improper language as well as disruptive behavior while on campus.

Extras and Models

The use of Trinity College students in any type of filming, videotaping, or still photography for commercial or entertainment purposes must be cleared with the Office of Communications. No students, faculty, staff or visitors may be filmed without their written consent. All arrangements for extras and models, including fees, must be made directly with those involved. At no time will models who are not enrolled at the College be permitted to pose as matriculating Trinity College students.

Fire Marshal

The University Fire Marshal must inspect the location prior to filming. The production company is required to retain the service of the Yale University Fire Marshal on the day(s) of filming.

Other

Filming equipment shall be set up in a manner that does not create safety hazards. The production company must inform the College of any heavy or large equipment to be used. If temporary construction is necessary, permission must be obtained in advance, and it should be conducted in a fashion that neither damages College property nor endangers any College members.