

Indiana State University

Guidelines for Commercial Filming on Campus

Approval Process – All commercial filming, including filming by corporate sponsors of the University, requires explicit written permission from the Office of University Communication. Requests for commercial filming must include detailed information about the project, including filming dates, desired locations, scripts and (if applicable) proposed use of the university's name, logos, and/or symbols. All filmmakers must have an approved facilities use agreement completed with Conference and Event Services.

Insurance Requirements – Filmmakers must provide a certificate of insurance that includes general liability coverage with an insurer acceptable to Indiana State University, with the University (Indiana State University and Indiana State University Board of Trustees) named as additional insured for liability with limits of not less than \$1,000,000 per occurrence. Filmmakers also must furnish proof of Worker's Compensation and employer's liability insurance coverage for the filmmaker's employees.

Depending on the scope of the project, the University might require additional insurance coverage, such as excess liability or coverage for specific high-risk activities.

Restrictions and Conduct – Commercial filming is not allowed in classrooms, residence halls, individual offices, or clinical settings or during final exams.

Any damage to University property must be reimbursed by the filmmaker.

Filmmakers must ensure that their activities do not interfere with the University's normal operations and must respect the privacy and rights of students, faculty, and staff.

The content of commercial filming must not imply University endorsement of a product, individual, or service.

Filmmakers must obtain a signed release consent form from anyone that is identifiable.

Use of University Marks and Logos – The use of Indiana State University's name, logos and symbols requires prior written consent from the Office of University Communication.

Fees – Fees are determined based on the location, scope, date, time, and duration of filming. Fees may be charged for the use of facilities, staff time and other university resources.

NCAA Requirements – Commercial filming involving Indiana State University Intercollegiate Athletics must comply with NCAA rules, particularly regarding the use of student-athletes in commercial projects. Proposed projects involving Indiana State University Intercollegiate Athletics must be approved by the Director of Intercollegiate Athletics.

Exclusions – Exclusions include journalism/media, ISU student media, academic activity and filming or photographing for personal use.