

Media Arts Filming Location Provisional Booking Form

Permission for filming will need to be granted by one of the following groups depending on the location you wish to film in. Please send the form to the relevant contact only.

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| --- | --- | --- |
| Location | Contact | e-mail address |
| College Accommodation including curtilage | Accommodation Services | [CustomerServices@rhul.ac.uk](mailto:CustomerServices@rhul.ac.uk) |
| Outside Space | External Space Manager | [Mark.Nettleton@rhul.ac.uk](mailto:Mark.Nettleton@rhul.ac.uk)  [Joanna.Westover@rhul.ac.uk](mailto:Joanna.Westover@rhul.ac.uk) |
| Academic Departments | You will need to contact the Department directly for permission | |
| Teaching Rooms  Monday – Friday 8 – 6pm only | Media Arts Admin Team | [mediaarts@rhul.ac.uk](mailto:mediaarts@rhul.ac.uk) |
| All other areas | College Space Team | [Mark.Nettleton@rhul.ac.uk](mailto:Mark.Nettleton@rhul.ac.uk)  [Emma.McMahon@rhul.ac.uk](mailto:Emma.McMahon@rhul.ac.uk) |

To provisionally book a filming location the Media Arts Location Booking/Permissions form should be completed and emailed to the relevant contact above. (Please allow one week for a response)

Once you have received **provisional confirmation** that the location is available on the dates you’ve requested, you will be required to complete the safety risk assessment and location safety form in accordance with the Media Arts Agreement, have the forms signed off by your tutor and submit these to the relevant contact above. Once the forms have been submitted and approved a confirmation email will be sent giving you permission to film.

**Anyone caught filming without the necessary permissions will be subject to disciplinary action being taken.**

When requesting permission to film in bookable accommodation, Accommodation Services will only be able to hold the room for 24 hours. You will be required to complete the safety risk assessment and location safety form, & get your tutor to sign them off within that time frame to fully reserve the room for filming. The only other way to reserve bookable accommodation would be to pay for the room.

The person granting permission is responsible for notifying Security of the request and for checking the area is available on the requested date and time for filming.

Media Arts Location Provisional Booking Form

To be completed by the student

|  |  |
| --- | --- |
| Date, time & duration of Filming |  |
| Number of people involved |  |
| Lead contact name, telephone number and e-mail address |  |
| Name of Tutor |  |
| Brief overview of what’s being filmed |  |
| Location and area of filming – be specific, provide photos where possible |  |
| List associated equipment, props etc |  |

To be completed by person granting permission

|  |  |
| --- | --- |
| Name |  |
| Date |  |
| Any other information |  |