**Requesting Permission to Film or Record on Campus**

Thank you for your interest in Keele University as a possible location for your broadcast content. The University’s Communications Team is responsible for overseeing all recording and broadcasting on campus.

This guidance applies to any type of filming, recording, photography or broadcasting on campus – including stills, video and radio broadcasts in any format.

**News filming and broadcasting**

1. In the first instance, please approach the Communications Team via email before any photography, recording, filming or broadcasting takes place so that we can provide authorisation for you to be on campus. This includes all public spaces, administrative buildings, halls of residence and social areas, classrooms and laboratories.

2. News photography, filming, recording and live broadcasting on campus is generally permitted as long as the news story pertains to or involves the University or a member of the University community. If access is required to a specific location, such as a classroom or laboratory, additional permission may be required from individual Faculty members. The Communications Team will liaise with such colleagues as required on a case-by-case basis.

3. If permission is granted, the Communications Team is available to assist as and when required, including coordinating locations. Crews will be met by a member of the team on arrival and accompanied throughout the visit.

4. All production companies and broadcasters visiting campus must have adequate public liability insurance in place.

**Covid-19 secure campus**

Keele University has a Covid-19 secure campus and all visitors must adhere to the following:

1. Follow guidance on campus and within buildings to ensure social distancing is observed at all times
2. Wear a face mask whilst in University buildings when advised to do so
3. Wash hands frequently and use available sanitisation stations as required
4. Do not visit Keele if they are feeling unwell or are experiencing any symptoms of Covid-19
5. If visitors feel unwell during their visit or within seven days of being on campus, please let the host know to ensure we can instigate track and trace as necessary.

**To request approval for filming or recording, please email** **news@keele.ac.uk** **stating the date, time, location(s) and topic, giving as much detail as possible, including the number of crew members visiting campus, number of vehicles and the names of people to be interviewed.**

**Non-news filming and photography**

Should you wish to use Keele University as a location for a commercial production, all filming or photography of interior and exterior spaces on campus requires written permission in advance.

To request approval for non-news filming, please complete the attached form, and return to news@keele.ac.uk .

**Non-news filming approval form:**

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| Production Company name |  |
| Names of other production companies involved in this project |  |
| Name and contact information for producer/project lead |  |
| Description of the project. What is the intended use of the material? |  |
| Date(s) and time(s) requested for proposed production. When would the crew arrive on University property? When would filming start and end each filming day? What time will work finish? |  |
| Location(s) requested. Please be specific as to which buildings or outdoor locations are requested. |  |
| Number of cast and crew members.  |  |
| Will you be using any University trademarked brand name, images, logos, buildings or insignia in your footage? (either spoken or visually) |  |
| Will the recording require connection to University electrical power sources or outlets for lighting or other electrical needs? What voltage/wattage would be required? What kinds of connectors? |  |
| Will the production company provide its own generators? |  |
| Will construction or painting be involved?  |  |
| Number and description of vehicles (trucks/cars) requested to be parked on University property for purposes of film production. |  |
| Proposed use of the material recorded on University property. Television broadcast? Feature film? Non-broadcast video? Other? |  |
| Will any University services be required for purposes of the production such as parking spaces, security, electricians, alarm system personnel, internet service, etc. |  |
| Will any University services be required for purposes of the production such as parking spaces, security, electricians, alarm system personnel, internet service, etc. |  |
| Will weapons, simulated weapons, smoke, explosive devices or other materials or activities that could alarm members of the university community be involved in the production? |  |
| Please detail the level of public liability cover insured for, and details of your insurer. |  |