

# Yale

## GUIDELINES FOR USE OF THE NAME OR FACILITIES FOR FILM, VIDEO, AND PHOTOGRAPHY

Revised: February 2014

*The Office of Marketing and Trademark Licensing 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. All inquiries should be made to the Office of Marketing and Trademark Licensing rather than to individual departments.*

*Also included are guidelines and a procedure for requesting permission to use the Yale name in a film, video, or television production. Requests to use the Yale name can be submitted directly by e-mail, fax, or mail.*

### **CONTACT INFORMATION**

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Telephone: 203-432-2313

Address:  
Office of Marketing and Trademark Licensing  
Yale University  
2 Whitney Avenue, 6<sup>th</sup> floor  
P.O. Box 208375  
New Haven, CT 06520-8375

## **PROCESS**

### ***1. Proposal***

Prior to the consideration of any filming, photography, or video recording on the Yale campus, the Office of Marketing and Trademark Licensing must have all of the following information or documentation on hand from the requesting party:

- 1) a completed film application for video, film, or still photography;
- 2) a copy of the entire script or storyboard with the relevant portions marked;
- 3) a synopsis;

Prior to filming on campus, the Office of Marketing and Trademark Licensing must have all of the following information or documentation on hand from the requesting party:

- 1) a bank check payable to Yale University for all location fees and other estimated charges;
- 2) a security and damage deposit;
- 3) a certificate of insurance, naming Yale University as additional insured;
- 4) a signed agreement with the Production Company.

The office recognizes that much of this information or documentation will arrive at different intervals. All of this must be completed no less than 48 hours prior to the scheduled filming date.

### ***2. Location Surveys***

A representative from the University's Marketing and Trademark Licensing Office will accompany a representative of the Production Company on an initial tour of the campus to identify possible filming sites.

*Technical Walk-Through:* Yale requires that the Production Company conduct a technical walk-through of the approved locations with a representative of the Office of Marketing and Trademark Licensing. 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 University 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 Yale outlining location of camera crew, electricians, etc. Any changes beyond this point will be subject to University approval and may involve additional fees.

### ***3. Approval***

Once the University has received the information about specific date(s), location(s), and script, the University will evaluate and approve the request according to the following:

- 1) if the film refers to Yale University, the script must be read and permission granted for specific use of the Yale name, marks, or building;
- 2) the location(s) and date(s) cannot interfere with normal University business and events;
- 3) the filming cannot interfere with prior filming commitments on campus;
- 4) the necessary security, facilities, and other personnel must be available;
- 5) the necessary parking must be available;
- 6) the necessary permissions must be secured from the City of New Haven as deemed necessary by the Office of Marketing and Trademark Licensing.

#### 4. *Locations Available for Filming*

Provided that scheduling is not a problem, many exteriors may be used for filming. The buildings cannot be identifiable as Yale University buildings, except in those cases when such identification has been pre-approved by Yale. Certain landmark buildings are approved for filming only on a case-by-case basis.

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;  
 courtyards of the residential colleges;  
 Payne Whitney Gymnasium;  
 Harkness Tower;  
 Sterling Memorial Library;  
 Hewitt Memorial Quadrangle.

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

## **OTHER TERMS AND CONDITIONS**

### ***Fees***

The location fee is based on a full weekday rate system. Arrangements can be made for weekend filming, but additional fees may apply. The time covered by the permit begins when the first production vehicle arrives and ends when the last one leaves on the day(s) of the shoot. The full day is twelve (12) hours; any shoot over the twelve hours will be charged additional costs based on hourly rates. Certain locations may have additional site-specific fee requirements.

### ***Cancellation***

If Requester cancels filming or is unable to film the Event for any reason in accordance with the terms of the Agreement, Yale will charge Requester a cancellation fee of 25% of the total location and rental fees, which amount shall be payable no later than thirty-days after the vacate date.

### ***Security Deposit***

A security deposit adequate to an estimate of risk may be required in a bank check payable to Yale University. The deposit will be refunded after all services have been provided and/or damages have been paid.

### ***Insurance***

A Certificate of Insurance naming Yale University as additional insured for the day(s) of filming, load-in, and strike must be presented to the Office of Marketing and Trademark Licensing, a minimum of 48 hours prior to filming and/or load-in. Coverage is determined by the nature of the project.

### ***Police/Security Personnel***

All production companies are required to hire University safety officers during their stay on campus with a four-hour minimum. The University's 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 New Haven Police Department officers.

### ***Staff Assistance***

During the Production Company's occupancy of Yale's facilities (prep, shoot, and strike), a representative from the Office of Marketing and Trademark Licensing or designated University department must be present at all times, and the University will charge the production company according to the rates listed on page six. The University offers catering services for an additional fee. The Office of Marketing and Trademark Licensing can provide contact information if desired.

### ***Parking***

All parking arrangements for cast, crew, and production vehicles must be made no fewer than seven (7) days in advance of shoot days. Frequently, crews will require parking on city streets, and the Production Company must make arrangements with the City. Parking charges will be assessed for the use of spaces that are normally rented out. For information regarding parking on city streets, contact Bruce Fischer, Traffic Operations Engineer, City of New Haven Department of Traffic and Parking, 200 Orange Street, New Haven, CT 06510; phone 203 946-8076; fax 203 946-8074; e-mail [bfischer@newhavenct.net](mailto:bfischer@newhavenct.net).

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 without prior approval. Where vehicle parking will affect pedestrian traffic, film crews will be expected to set up appropriate signage and safety barriers and to hire staff to alert pedestrians to potential hazards.

### ***Catering***

In certain cases, production companies may use their own caterers on campus with prior written approval. Some Yale venues, however, prohibit catering by outside companies. In such cases, Yale catering must be used.

- Cooking will be done in the caterer's mobile kitchen truck.
- Tents may be used to serve as dining areas, pending the approval of the Fire Marshal.

- If Yale building interiors are used as dining areas (halls, classrooms), food will be served in chafing dishes. There will be **no cooking** anywhere in or near the building.
- All garbage will be removed from the dining area and properly disposed of promptly at the conclusion of meals.
- Catering operations may be subject to inspection by the City of New Haven. This is the responsibility of the Production Company. For more information, contact Roslyn Hamilton, Senior Sanitarian, City of New Haven Department of Health, 54 Meadow Street, 9<sup>th</sup> Floor, New Haven, CT 06519; phone 203 946-8175; fax 203 946-6509.

***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. Such arrangements must be confirmed with Yale prior to taking occupancy.

***Use of Subcontractors***

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

***Crew Conduct***

Yale University is pleased to welcome film productions to its campus community. However, the primary function of the University 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 University property or suspension of the production.

All production crew shall wear a visible identification badge at all times while on University property, with the exception of talent when they are 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 Yale University staff will be directed only to the designated representative of the Office of Marketing and Trademark Licensing unless otherwise instructed by Yale.

Smoking is prohibited in **all** University 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 beverage 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.

***Fire Marshal***

Some productions may require the University Fire Marshal to inspect the location prior to filming. The Production Company is required to retain the service of the Yale University Fire Marshal as deemed necessary by the Fire Marshal on the day(s) of filming and will be subject to fees accordingly.

***Other***

Filming equipment shall be set up in a manner that does not create safety hazards. The Production Company must provide the University in advance with an inventory of all equipment to be brought on campus. If temporary construction is necessary, permission must be obtained in advance, and it should be conducted in a fashion that neither damages University property nor endangers any University members.

An hourly fee may be charged by the University to the Production Company for any facilities-related work.

**FEE SCHEDULE**

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

**The following are additional fees that may be incurred:**

Security (4-hour minimum).....	\$52.00/hour (flat rate)
Security Supervisor... (only required if 5 or more Security Offices are required at the site)	
Police (4-hour minimum).....	\$95.50/hour with a 4-hour minimum
Fire Marshal .....	\$59/hour (8 am -5 pm)

Stage Manager (required for Woolsey Hall).....	\$55.00/hour
Facilities .....	\$104/hour
Custodial.....	\$54/hour (5 am-1:30 pm)
	\$81/hour (overtime, 1:30 pm-5am)
Grounds Maintenance.....	\$63/hour (6 am-2:30 pm)
Dumpster (if necessary) for a large production.....	\$136 (20-30 yard)
	Tonnage fee of \$87 per ton

Rates are subject to change and are to be used for budget estimating purposes only. Weekends and evenings may incur additional fees. Requests received less than one week prior to filming are subject to additional fees.

This list is not exhaustive and does not include any fees that may be charged by the City of New Haven.

**GUIDELINES  
FOR THE USE OF  
THE YALE NAME**

Yale University will consider requests to use the Yale name in a film, video, photography, or television production. Yale does not participate in productions that feature violence, drugs, suicide, academic fraud, underage use of alcohol, or extreme profanity. We can elect not to participate for any reason.

The University requires the following before evaluating any request:

- 1) a completed film application for a one time use of Yale props;
- 2) a copy of the entire script or storyboard with the relevant portions marked;
- 3) a synopsis.

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

If permission is given to use Yale props, a release form will be prepared by our office and sent for signature to applicant. We will not sign release forms, other than our own.