Yale Licensing Program

Film for video, film, or still photography

Yale University reviews each project on a case-by-case basis and can elect not to participate in a project for any reason. Yale does not participate in productions that feature violence, drugs, suicide, academic fraud, underage use of alcohol, or extreme profanity.

Email completed application to: Denise.Castellano@yale.edu

General information

Requestor name	Title	
Address		
City	State	Zip code
Phone	Cell	Fax

Production company		
Address		
City	State	Zip code
Working on behalf of Commissioning entity		
Contact at Commissioning entity	Title	
	Phone/e-mail	

Project title		
Director	Producer	
Location manager	Phone	

Preferred date(s) to scout the University:	Date	Time

Production details

What is your deadline for confirming the location?

Type of production:	Television commercial	Television news	Television (non-news program)
	Documentary	Feature film	Web video
	Still photography	Other (describe)	

Production details, cont.

Broadcast/release date _____ Where will this be broadcast? _____

Photography only: _____ Please specify the nature of and context in which the images will be used

_____

_____

_____ For how long will the images be used? _____

Expected start date of occupancy, including pre-production _____

Expected completion date of occupancy, filming _____

Location interests *(filming of dormitory interiors is not permitted):* _____

1. _____

2. _____

3. _____

4. _____

5. _____

Will students be filmed? _____ If yes, confirm that release forms will be provided by requestor

How many filming hours per day are anticipated? _____

How many crew members will be on site? _____

How many cast members will be on site? _____

Production vehicles: Number _____ Type _____

Motor homes: Number _____

Crew meal arrangements _____

_____

Will you require a makeup or dressing room? _____

Will you require a generator? _____

Has the production been rated? _____ If yes, what is the rating? _____

Will the university be identified as Yale? _____

How will the university be portrayed? _____

Script or storyboard

Yale University will consider requests to use the Yale name in a film, video, photography, or television production. The University requires a copy of the script, with relevant portions marked, before evaluating any request. Please allow seven working days for Yale to consider the proposed project.

In order to determine the context in which the University is portrayed, please attach a synopsis.

Is the script available?   If yes, please attach a copy, with relevant portions marked

                                                  If no, date when script will be available

Certificate of insurance

If approved to film on campus, applicant is required to furnish to Yale no later than two days prior to filming a certificate of insurance evidencing:

(1) Commercial general liability in amount no less than $2 million combined single limit per occurrence/$2 million aggregate;

(2) Media professional liability insurance in an amount no less than $1 million per occurrence;

(3) If automobiles are brought onto Yale property, commercial automobile liability insurance in an amount no less than $1 million per accident;

(4) Workers' compensation coverage;

(5) All insurers must be rated A- or higher by Best Rating company;

(6) Ten days' notice of cancellation or material changes in coverage is required;

(7) Yale University is to be named as an additional insured for both ongoing operations and product/completed operations. Certificate holder: Yale University, Attn: Marketing & Trademark Licensing,   2 Whitney Avenue, New Haven, CT 06510, email Denise.Castellano@yale.edu, or fax 203 432-4645.

Additional information

Applicant will be required to sign a film agreement.

Name of film agreement signatory

Title

Address

Phone

Date application was submitted