



## UH Film Licensing

Filming on university property is permitted only if it does not interfere with normal university business or previously scheduled events. The University of Hawai'i's practice is to allow film crews on campus, provided that the filming does not negatively impact normal campus operations or interfere with students' learning. Kapi'olani Community College currently adheres to the UH policies regarding filming on campus. Following are the steps for the requests to filming on campus.

Timeline: a) Initial inquiries should be received approximately 15 days prior to the date of filming; b) Agreement to terms between VCAS and Film Crew must be completed 12 days prior to the filming; c) Approval of Film License, Facilities Use, and payments must be received 10 days prior to filming; d) Notification to campus and/or neighborhood will be sent out 10 days prior to and 3 days prior to filming.

Responsibilities: The OCCR's responsibilities are to serve as the primary contact for the film or production crew and provide information to the campus community and the public. The VCAS' responsibilities are to: a) work with the film crew in identifying issues that will impact campus operations and to ensure that the requester satisfies or mitigates all campus operational issues and concerns, and b) provide the film crew facility rates or quotes for the filming. It is everyone's responsibility and concern to ensure that a safe and successful film shoot, with little to no impact to primary campus activities, shall take place.

Process:

- Initial inquiry begins with the Office of College and Community Relations (OCCR), the campus-designated representative for filming activities.
- The OCCR will inform the film or production crew of Kapi'olani CC's filming timeline and brief the crew on the application process and procedures.
- The OCCR will interview film requestors to determine the nature of the request and to determine if the end product is for a commercial or non-commercial use.
- The OCCR will then notify the Vice Chancellor for Administrative Services (VCAS), or designee, of the request.
- OCCR shall arrange for a walk-through or site visit in conjunction with the Office of the VCAS and should accompany the VCAS, or designee, during the visit. More than one scout may be needed for larger production projects.
- On occasion, additional campus experts (architects, electricians, engineers, facilities and grounds personnel) are included in the walk-through to assist in determining any special provisions.

- The VCAS, or designee, will consult with directly impacted programs or individuals and weigh the overall impact to the campus and, as necessary, discuss the filming with the Chancellor and/or other Administrators.
- The VCAS, or designee, will work with the film or production crew's main point of contact, generally the location manager and the College's staff as necessary.
- The ultimate decision to allow filming as well as filming rates will be determined based on location, campus impact, direct and indirect costs to the campus, risk and liability, and above all campus safety and security.
- Based on the information provided to the VCAS, the Chancellor then makes the final decision to approve or disapprove the filming.
- The OCCR then informs the campus community and constituents of the shoot. It is the responsibility of the OCCR to field questions and concerns about the shoot.
- It is imperative that all campus constituencies are notified of the filming at least 10 days and 3 days prior to the filming.
- After the decision to allow filming, a rate is determined, and the campus has been informed, the following must be completed by the film or production crew:
  - University of Hawai'i "Film Application" is submitted by the requestor to OCCR;
  - \$150 non-refundable processing fee, made payable to the University of Hawai'i, is also submitted by the requestor to OCCR;
  - "Certificate of Liability Insurance" (minimum of \$1,000,000 coverage), naming the University of Hawai'i as insured, is submitted to the UH Director of Risk Management by the requestor and attached to the Kapi'olani CC Facilities Use Agreement (see below);
  - The Kapi'olani CC Facilities Use Agreement must be submitted to the Office of the VCAS;
  - Payment, as determined by the VCAS and agreed to by the film crew, must be made to the campus.
- A written summary of the college's conditions and expectations, based on the walk-through or site visit, is submitted to the Office of General Counsel (OGC), along with a "Legal Services Request" form.
- OGC will review the submitted documents, and if satisfactory, will prepare a Film License, which will be forwarded to the VP for External Affairs for signature.
- After all forms are submitted and approved and payments are received, the filming may proceed.

Film crews should be aware that additional charges may be incurred based upon what actually happens during or after the filming occurs. For example, film locations may need to be professionally cleaned or unforeseen circumstances may be met. These costs will be accounted for and billed after the filming is completed and a revised bill/invoice will be sent to the company.

#### General Rules and Policies:

- The campus shall incur NO costs for filming.

- Kapi'olani CC is a smoke-free campus. Therefore, film and production crews using the Kapi'olani CC campus shall refrain from smoking on campus.
- All facility use policies shall remain in effect unless otherwise suspended by the Chancellor of VCAS.
- All policies of the UH and all city ordinances and state and federal laws shall be strictly followed. Any violation of the aforementioned will be cause for immediate dismissal from the campus.