

PREPARING FOR A PHOTOGRAPHY OR FILM PROJECT AT OTIS COLLEGE

Will you need to file a Room Reservation request?

If students would like to use a room, studio, or gallery space inside any of the Otis College buildings, they must ask their respective Academic Department office to file a Room Reservation on their behalf.

All Room Reservation requests will have to be approved by Registration or the department that manages booking of the desired room/area. Students would be held liable for any damage or loss to and from the room they reserve. Reservations may take between 5 and 7 days for official approval!

The use of open gallery spaces **usually** requires no room reservation. However, if students would like to film or take pictures in open gallery spaces, they need to check first with corresponding Academic Department offices to ensure their desired time slot is available.

Will you need to file an Exhibition & Facilities Use Contract?

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|----|--|-----|--------------------------|----|--------------------------|
| 1. | Are you filming inside any room, studio, or gallery space within any of the Otis College buildings? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 2. | Are you filming inside any hallways or lobbies, or at the outdoor walkways, open public spaces, or lawn areas? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 3. | Are you going to film a scene, require multiple takes, or otherwise occupy set space for more than an "incidental" period of time? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 4. | Are you using any equipment beyond a handheld camera, such as tripods, light stands, screens, etc.? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 5. | Are you going to use props, decorations, special effects, or otherwise change the look or layout of the film site? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 6. | Are you going to require electrical cords to power up your equipment, props, or decorations? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |

- If you answered "Yes" to **any** of the above, please complete and submit a Contract for approval
- If you answered "No" to **all** of the above, you do not need to file a Contract
- A Room Reservation must be confirmed before your Contract will be approved!

Where will you not be permitted to take pictures and film?

The following on-campus areas will be off-limits:

- All construction areas
- Otis cafeteria
- Elevators and elevator lobbies
- Restrooms
- Stairwells and staircases
- Doorways and areas with "Exit" signs
- Smoking areas
- All levels of the parking structure

For more information, please visit - <http://www.otis.edu/exhibition-facilities-use-contracts>