

(Includes Both North and Lakeshore Campus)

FILMING ON



Please read this document very carefully. This is a new policy and it often involves a lot of paperwork. Any inquiries about this document or shooting on campus can be directed to Kate Ellis, FMTV Production Coordinator, at kate.ellis@humber.ca.

Please also email any comments or concerns regarding this document/policy to Kate so that she can share them with the appropriate parties.

STEP ONE

DETERMINE IF YOU NEED A PERMIT

Lake Campus:

You will need a permit for any film shoot on campus. Please fill out the specific Lake form ONLY and send to the principal's office. More info on next page.

North Campus:

You will need a permit if you meet ANY of the following criteria:

- More than five (5) people in a group
- Setting up lights and equipment (including monitors, dolly, dolly tracks, etc.)
- Outside of class time
- In private spaces (CTI, GH, Residence, Library/LRC, Athletics, classrooms, etc. Please see chart on next page for details.)

If you are participating in an in-class activity in a "run-and-gun" scenario that takes place in public spaces (hallways, open spaces, etc.), you don't require a permit. Please be mindful that you cannot film Humber community members without their permission/consent.

STEP TWO

FILLING OUT THE PERMIT REQUEST FORM

All students now require a permit to shoot on campus. This application is called the "Temporary Use of Space for Event Application Form". This document will refer to it as a permit application.

Film students: A copy of the permit application form can be found on the wix site on the locations page for your program and term.

Non-film students: please ask your professor for a copy of this form.

ALWAYS include your N-number in your application. They will need to confirm your enrollment to issue permits.

Please note: permit applications must be submitted a **minimum** of 15 business days **before** your planned shoot date. Please make sure your form is as detailed as possible.

Some locations (such as the ARB) have rules and guidelines. These can be found on the wix site if you're a film student. (Non-film students: please email Kate Ellis for the link to the documents.) Please read and respect these guidelines to ensure future students are allowed to access the spaces.

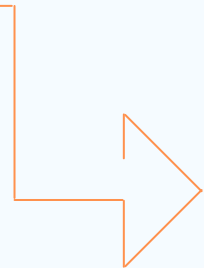
STEP THREE

SENDING IN YOUR APPLICATION

Depending on where you plan to shoot, there is a specific department you have to send your application to.

Please note: some places will not accept requests by students, so your professor will have to send on your behalf. You should be cc'ing your professor on all other requests, so that they are looped in.

Next page is a chart of where to send request



LOCATION	BOOKING AUTHORITY	CONTACT
LAKE CAMPUS		
All Lakeshore campus requests	Principal's office (Film students: please do not use the Temporary Use of Spaces form. Please fill out their booking request form which can be found on the wix site. Non-film students: please do not use the Temporary Use of Spaces form. You may email the Production Coordinator for a copy of the form.)	Sara Jouppi sara.jouppi@humber.ca
Lakeshore Art Gallery	Art Gallery Lead (For a film for public screening and/or distribution, you must contact Humber Galleries for assistance crediting the art work. If for an in-class assignment, no credit is necessary.)	Casey Norris Casey.Norris@humber.ca
Residence	Residence	https://humber.ca/residence/contact-us/film-request

LOCATION	BOOKING AUTHORITY	CONTACT
NORTH CAMPUS		
Public/Undesignated Space (hallways, open spaces, LRC lobby, E135 Lecture Theatre, etc.)	Faculty Scheduler	North ONLY: Luisa MacIsaac luisa.macisaac@humber.ca
Classrooms, Labs, Kitchens, etc.	Faculty Scheduler	North ONLY: Luisa MacIsaac luisa.macisaac@humber.ca

LOCATION	BOOKING AUTHORITY	CONTACT
NORTH CAMPUS CONTINUED		
Library/Third-floor LRC	Faculty Scheduler	North ONLY: Luisa MacIsaac luisa.macisaac@humber.ca
Art Gallery	Faculty Scheduler (For a film for public screening and/or distribution, you must contact Humber Galleries for assistance crediting the art work. If for an in-class assignment, no credit is necessary.)	North ONLY: Luisa MacIsaac luisa.macisaac@humber.ca
The Barrett Centre for Technology Innovation (CTI)	CTI (Super flexible and want to help you succeed. No areas [except if there is construction] are off limits to filming requests. They have a studio with motion capture and green screen which is available to book as well.)	https://humber.ca/barrett-centre-for-technology-innovation/get-involved/faculty-and-staff.html Professor must submit on your behalf - as of right now only staff and faculty have access to the booking portal
Residence	Residence	https://humber.ca/residence/contact-us/film-request
Arboretum	Arboretum (There are many restrictions for shooting here. Please read the terms and conditions on their website before applying for a permit.) https://humber.ca/arboretum/weddings-rentals.html	arboretum@humber.ca

LOCATION	BOOKING AUTHORITY	CONTACT
NORTH CAMPUS CONTINUED		
Ignite	The only space bookable for students is the North Student Centre (KX202). Students will need submit a booking form request located their website.	https://ignitestudentlife.com/posting-and-student-centre-requests/
Guelph-Humber	<p>Guelph-Humber (Guelph-Humber has many restrictions. Please read the terms and conditions before applying. They can be found on this webpage here: https://www.guelphhumber.ca/facilities/spaceroom-bookings</p> <p>There is a filming terms and conditions form that must be filled out. They have a form called "Space Booking Consent Form" which must be used instead of the Humber form. This request MUST be sent by a faculty member. Requests from students will not be accepted. All forms are on the wix site.</p> <p>Classrooms are not bookable, only public spaces like the Atrium and Art Gallery.)</p>	MUST be sent by your professor roombook@uoguelph.ca
Athletics	Faculty Scheduler	North ONLY: Luisa MacIsaac luisa.macisaac@humber.ca
Exterior Grounds/Parking Lots (excluding the ARB)	Faculty Scheduler	North ONLY: Luisa MacIsaac luisa.macisaac@humber.ca