



Filming at UMass Boston

- ▶ News Photographers and Videographers
- ▶ Student Filming
- ▶ Commercial Filming (non-news)

This fact sheet provides basic information to organizations that wish to use UMass Boston space for filming.

News Photographers and Videographers

UMass Boston accommodates reasonable requests for journalistic, news-related, non-commercial shooting, but reserves the right to deny permission when the request runs contrary to university policies, especially those that ensure student privacy. News photographers and videographers are welcome to photograph or shoot video of UMass Boston buildings and campus scenes from the public sidewalks and walkways. For permission to shoot on university property, please complete the [Media Inquiries Form](#) or contact the Office of Communications at 617-287-5302. Generally, filming is not allowed in classrooms or student residences. Communications is happy to consider news media requests for B-roll, such as classroom instruction, laboratory research, or campus beauty shots.

- ▶ Seeking a Faculty Expert:

The Office of Communications can help you find an expert for your story. With more than 900 faculty members at UMass Boston, we are sure to find someone who can speak to your topic. Please complete the [Media Inquiries Form](#) for fastest service. If you are seeking space to interview a faculty expert on-campus, you may contact Event Services at 617-287-4800 or conference.sales@umb.edu.

Student Filming

Filming on the UMass Boston campus or in UMass Boston owned or operated facilities for academic purposes is limited only to UMass Boston students, staff and faculty and others attending UMass Boston academic programs for which photography or videography is part of the program. UMass Boston students seeking space for a film project must work through their professor to request university space. To obtain space for film project, please contact event services at 617-287-4800 or by email at event.reservations@umb.edu.

Commercial Filming (non-news)

UMass Boston restricts the use of its land or buildings for commercial filming. Express permission is required, and requests will be considered on a limited, case-by-case basis submitted at least 30 days prior to shooting. As an academic institution, our priority is our students, their coursework, and studies. Both large and small-scale productions can have a significant impact on day-to-day operations, teaching and learning. We will do our best to accommodate philanthropic efforts within the parameters of our primary mission, prior commitments, and our obligations to our neighbors. University business and operations always take priority.

1. Space Use Guidelines and Eligibility | Commercial Filming (non-news)

The University is unable to accommodate medium or large-scale productions during the academic year (September to May) without impacting university operations, access, traffic flow, and academic activities. Requests will be reviewed and space access will be granted on a case-by-case basis. All film/movie requests must begin with a proposal submission. Proposals that meet the following criteria will be given fair consideration:

- ▶ Timing: Film/production takes place during the academic breaks (winter break, spring break) or during the summer. The university is unable to accommodate medium or large-scale productions during the academic year (September to May).
- ▶ Disruptions: Activity related to the shoot creates no disruption to pedestrian walkways, vehicle/shuttle traffic patterns, campus/building access, university services and teaching/learning.
- ▶ Changes/Alterations to University Space: Activity does not require the university to substantially alter physical space or university property, including buildings, grounds, roadways and meeting/conference spaces.
- ▶ Safety: The project must not create a safety hazard for anyone involved in the project or to the campus community. Facsimile weapons, pyrotechnics, explosives, amplified sound, sound or visual effects and other props that would cause alarm to the campus community are prohibited.
- ▶ Releases: Appropriate releases are required for all UMass Boston Community members that may appear on-camera.
- ▶ Trademarks and Logos: Commercial works that include the University's name, logos or other trademarked images need to be granted a license from the University for use of trademarks.
- ▶ Content and Reputational Risk: Films with content that have the potential to enhance reputational risk, and or films that depict obscene or pornographic content will not be considered.
- ▶ Restricted Areas: Generally, filming is not allowed in offices, classrooms, labs or student residences.
- ▶ Fees: Various fees may be incurred during film shoots requiring university services, including use of certain facilities.

2. Written Film Shoot Request | Commercial Filming (non-news)

Proposals for film and movie productions must be received a minimum of 30 days to shooting. Proposed events taking place less than 30 days before the event date will not be considered. The event organizer should provide the following information in their proposal:

- ▶ Name of production company, address
- ▶ Title of the film/movie/production, overview of plot or plot summary
- ▶ Primary contact, name, phone and email
- ▶ Most recent project(s). Please provide at least two locations/venues we may contact for a reference
- ▶ Timing: Please describe the date(s)/time of year you are targeting. Preference for weekday, weekend? Summer production or during the academic year? How many days do you anticipate shooting?
- ▶ Include a draft filming schedule
- ▶ Size and Scope: Given that our priority is to the academic mission of the university, it is important that we understand the size and scope of the film shoot. Please provide a description for each item:
 - Type(s) of space you are seeking
 - Crew size
 - Cast size
 - Restrooms and space needed for cast/crew
 - Volume of equipment to be used, including video, audio, lighting and props
 - Catering needs and schedule
- ▶ Production vehicles and parking needs
- ▶ Power requirements outlined in detail

University administrators examine each proposal, taking the following into consideration: time of year, day of the week, impacts on university staff/resources, current construction plans, the academic calendar, space availability and overall impact on the university community, reputational risk, neighbors, and community partnerships.

Once a proposal is received, we ask 5-10 business days to obtain feedback from university administrators and neighbors. If there is a clear majority in favor, and few conflicts, the Event Services office will move forward with contracting and confirming the event. If concerns are raised around timing, conflicts, staffing or potential negative impacts, Event Services will follow-up one-on-one to determine if the conflicts can be resolved.

3. Space Rental Fees, Deposits and Insurance Requirements | Commercial Filming (non-news)

Cost Proposal: If your event is approved, Event Services will provide you with a detailed cost proposal based on the timeline and event details provided.

- ▶ University lawns, outdoor spaces and fields are charged a flat-rate per day and a per/person rate based on the headcount.
- ▶ Meeting and conference rooms are charged a flat rate per 24hr rental period.
- ▶ Open areas, walkways and common areas: The university will calculate the total square footage used to determine the rate per space, per 24-hour period.

Deposits and Payments: A deposit of 50% is required to hold space. Full payment is required within 30 days after your event. The final invoice for your program/event will reflect the headcount, spaces, resources and services utilized. The addition or subtraction of spaces/resources, or changes in headcount, will alter the final invoice total. The University accepts credit cards (MC, VISA, AMEX); Purchase Orders, corporate and personal checks; bank checks, money orders, and cash (US currency only). Checks must be received at least two weeks prior to the payment deadline date to ensure clearance.

Event Contract and Insurance Requirements: All individuals/organizations hosting events at UMass Boston must sign an event agreement which includes both liability and indemnification clauses. The event planner must also maintain and provide proof of insurance coverage in the minimum amounts listed below for the duration of the Agreement:

- i. Workers Compensation in the statutory amount required by Law;
- ii. Employer's liability having a single limit of not less than \$500,000 per occurrence;
- iii. Commercial General Liability having a combined single limit (bodily injury, property damage and personal injury) of at least \$1,000,000. (\$3,000,000 aggregate per project) including Liquor Law Liability;
- iv. Automotive Liability having a single limit of \$1,000,000;
- v. Certificate of Insurance naming the University as additional insured must be received by the University two weeks prior to the event;

Note: The University is otherwise subject to the liability limits in Massachusetts General Law c.258

Campus Center and Event Services

Campus Center, Upper Level, Room 330

617.287.4800

event.services@umb.edu