



# University of Memphis

## FILM & PHOTOGRAPHY REQUEST FORM

**COMPLETION OF THIS FORM DOES NOT GUARANTEE APPROVAL OF THE USE  
OF UNIVERSITY PROPERTY FOR FILMING OR PHOTOGRAPHY**

1. Please complete this entire form and initial on the following page confirming that you have read and agree to the terms therein.

2. Once you have completed this form, please submit to:

Office of Marketing and Communication, Division of External Relations  
303 Administrative Building  
Memphis, Tennessee 38152  
Phone: 901.678.2843 | Fax: 901.678.3607

3. Make sure ALL fields are completed.

Date of form completion: \_\_\_\_\_

Name of applicant: \_\_\_\_\_

Name of entity for which this form is being submitted (if applicable): \_\_\_\_\_

Background information on the above named entity \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone number: \_\_\_\_\_ Alternative telephone number \_\_\_\_\_

Physical address: \_\_\_\_\_

\_\_\_\_\_

E-mail address: \_\_\_\_\_

Student or faculty number (if applicable): \_\_\_\_\_

Date of proposed campus use: \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_.

Times of day of use: Begin time of \_\_\_:\_\_\_ a.m./p.m. and end time of \_\_\_:\_\_\_ a.m./p.m.

What is your affiliation with the University?

Student  Faculty  Staff  Alumni  Non-Affiliated

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Type of activity to be photographed or videoed: \_\_\_\_\_

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Campus property being requested: \_\_\_\_\_

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Campus personnel involved, and if so, who: \_\_\_\_\_

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What buildings, if any, will you be requesting entry into: \_\_\_\_\_

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Description of the film or the project: \_\_\_\_\_

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Number of cast and crew members that will be present on campus: \_\_\_\_\_

What medium will be used for the film or video (e.g. social media, blog, internet, etc.)? \_\_\_\_\_

\_\_\_\_\_

How will the finished product be used? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Will there be monetary gain from the finished product?  Yes  No

What are your parking needs (e.g. number and size of vehicles)? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Will you require Campus Police Services?  Yes  No

If yes, explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Insurance information: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Fees to be paid: \_\_\_\_\_

\_\_\_\_\_

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**Initial beside each statement to confirm that you have read and agree to the conditions listed.**

\_\_\_\_\_ I have read the University of Memphis policy UM 1741 on use of University of Memphis property and agree to abide by all UofM policies stated therein.

\_\_\_\_\_ I understand that this is a standard form to be completed for the opportunity to be considered to use University of Memphis property, and it in no way assures me that I will have the ability to utilize such property.

\_\_\_\_\_ I agree that if the University of Memphis, through its agents, requests additional information, I will remit promptly all requested information to the proper individual.

\_\_\_\_\_ I understand that the University of Memphis has the right and power, at its sole discretion, to not grant permission to use its property for productions for any applicant, and completion of this form does not guarantee permission.

\_\_\_\_\_ All parties involved with this production on the University of Memphis property will sign a waiver and release form, releasing the University of Memphis from any type of liability in law or equity.

\_\_\_\_\_ I hereby agree to release and discharge the University of Memphis and all its members, employees, students, agents, principals, sponsors, regents, workers, officials and volunteers from all liability in connection with my utilization of their property, should I be granted the right to use such property.

I acknowledge that I have read all policies, regulations and the preceding conditions listed above, and my signature below shows my acceptance of all terms and conditions.

Signature of Applicant \_\_\_\_\_

Printed Name of Applicant \_\_\_\_\_

Date of Submission \_\_\_\_\_

## **For Office Use Only:**

VP of External Relations \_\_\_\_\_

Date \_\_\_\_\_

Approved  Not Approved