Western Arts&Humanities

Film Studies Program

Policies & Procedures for Video, Film and Audio

This is an outline of policies and procedures that all Film Studies students must follow in shooting film/video and/or recording audio on university property, public property and private property.

Introduction

Shooting film and video on location carries responsibilities and the possible risk to filmmakers, subjects, and property. While you may make every attempt to exercise safety precautions on a location shoot, you may be held liable in the event of an accident that happens as a result of that shoot.

The University does not provide insurance for equipment rented by outside agencies. Students using UWO equipment and/or producing film/video for UWO class projects take full responsibility for injury and/or damage incurred during production and shall indemnify the university, and its staff and faculty for such injury and damage.

Special permission for all shoots

1. Shoots that require the use of:
   - Firearms (real or prop) require notification of and permission from the City of London and/or UWO campus police departments, and may require supervision from these authorities;
   - Smoke or fog machines require notification of and permission from the City of London Fire Department and/or UWO Fire Prevention office, and may require supervision from these authorities;
   - Live animals at potential risk require notification of and permission from the Canadian Society for the Prevention of Cruelty to Animals, and may require supervision from the CSPCA;
   - Participants under the age of 18 require notification of and permission from parents or legal guardians, and may require their supervision.

2. Shoots that require access to on-campus buildings or locations require permission from the appropriate building manager and Physical Plant Services. You may be required to book a location by contacting Room Reservations ext. 83303.

3. Shoots that use public locations in London for periods in excess of 1 hour require special permission from the General Manager of Tourism London 661-6396.

Ethics Policy

1. The University of Western Ontario declares that it will neither tolerate nor condone any inappropriate or irresponsible conduct, including any form of behaviour which creates an intimidating, hostile or offensive environment for work or study through the harassment of an individual or group on the basis of sex, gender, sexual orientation, race or race-related grounds such as ancestry, place of origin, colour, ethnic origin, citizenship and creed. Students should note that all film/video production, like all student activities, is bound by the [Western University Student Code of Conduct](https://www.uwo.ca/univsec/pdf/board/code.pdf) (https://www.uwo.ca/univsec/pdf/board/code.pdf) and by the Criminal Code of Canada.

2. Students should have film/video projects approved by course instructors before production begins. Proposals, shooting scripts, and/or story boards should be submitted to course instructors at their request; in the case of dramatic films, scripts may be required to be approved before auditioning actors. Such permissions are for the students' benefit as it may allow for faculty and staff to foresee potential ethical problems. However, since film and video can vary significantly from proposals, shooting script and storyboards, students bear final responsibility for the content and form of their productions.

3. If scenes of a sexual or violent nature are involved in a student project, the student is required to make clear to the actor(s) the exact nature of shots involved, and the context of their exhibition and the potential audience of viewing. Actors may or may not want to retain final approval of how their images are presented and for what audience.

All students undertaking film/video projects will be required to sign a form indicating that they have read and understood these policies and procedures.

I, _____ have read, fully understand and will comply with the policies and procedures articulated above.

X_____   X_____
Student signature   Faculty signature

X_____
Date