

UNIVERSITY OF WYOMING

APPLICATION FOR FOR FILMING, PHOTOGRAPHY, RENTAL and FACILITY USE ON CAMPUS

General information

Type of event ☐ Production filming ☐ Still photography
 ☐ Documentary/Educational film ☐ Student project
 ☐ Location desired ☐ Other: _____

Name of Organization/Individual _____

Date _____

Name of Representative/Contact _____

Phone # _____ **Fax** _____

Address

City _____ **State** _____ **Zip** _____

Email _____

Name of Sponsoring Campus Department (if any) _____

Department Contact _____ **Phone #** _____

Purpose of the Event: _____

Date/s and Beginning/Ending Time Requested for the Event: _____

Event details

Campus Facility/Grounds Area Desired. Please attach reservation confirmation from Central Scheduling.

(If applicable, include proposed modifications and/or alterations to the campus; use a separate sheet of paper, if necessary):

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NOTE: Any/all modifications and/or alterations must be removed and the area returned to its previous state when event is done.

Are you requesting permission to film or photograph any of the following: University of Wyoming landmark signs, student residence and dining halls, faculty residential housing, the University of Wyoming Laboratory School, the Student Health Services building or any University of Wyoming family medical residency centers, research laboratories, or the President's residence?

No ☐

Yes ☐ If so, which facility or facilities? _____

Provide a description of any and all activities that will occur on Campus Facility/Grounds Area (Use a separate sheet of paper, if necessary): _____

Anticipated Attendance (include number of people in crew and all others): _____

Total Number of Vehicles (please specify details below): _____

Trucks	_____	Motor homes	_____
Autos	_____	Picture Cars	_____
Vans	_____	Camera Cars	_____
Catering	_____	Generator	_____
Trailer	_____	Other (please specify)	_____

Pyrotechnics:

Description	_____		
Technician	_____	License #	_____
F/X Permit #	_____	Phone #	_____
Pager #	_____	Cell #	_____

Brief Detailed Description of project/event (NOTE: for film or TV shoots submittal of script is required):

Are you requesting permission for the university be identified in the project as UW? If so, how will the University be portrayed?

List equipment to be used during film/shoot:

Other Special Requirements: _____

Additional Information

Insurance

Liability insurance may be required when using UW facilities and grounds. Required insurance coverage will be determined in consultation with University of Wyoming Risk Management.

Fees

Rates for the use of university facilities will be assessed and invoiced by the UW Central Scheduling Office for commercial photography or filming as set forth in University Policy.

Scheduling Priorities

The UW Central Scheduling Office has the right to refuse an application for photography or filming due to a conflict in scheduling spaces or events on campus or if University elects not to participate in a project for any reason. Scheduling priorities for university functions will take precedence over non-university functions.

Directions for this Form and Additional Obligations

Applicant is to fill out this form in its entirety either online or by remitting the form to:

Central Scheduling
Dept. 3982, 1000 E. University Ave.
Laramie, WY 82071
central-scheduling@uwyo.edu
Ph: 307-766-6717/2487
Fax: 307-766-3557

A representative from Central Scheduling will contact you regarding this application and will advise you on the next steps involved with ~~utilizing~~ obtaining the permit.

We request that a fully completed application be submitted to Central Scheduling **no less than seven business days prior** to the first day of prep or shooting.

If the University of Wyoming or a specific venue on campus requires its personnel to be present as a condition of use, personnel must be scheduled in advance. Personnel include but are not limited to a location manager, fire safety officer, Physical Plant staff, and University Police. Any additional costs for UW personnel will be assessed in addition to the permit or location fee, as applicable.

Applicant

Signature

Date

Name of Company (if applicable)

Title