

## 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;

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](#)