



## FLORIDA MEMORIAL UNIVERSITY CAMPUS FILMING AGREEMENT

This Campus Filming Agreement (“Agreement”) is entered into by and between Florida Memorial University and [Production Company/Entity Name \_\_\_\_\_] (“Producer” \_\_\_\_\_) for the purpose of authorizing limited filming on the University’s campus located at 15800 NW 42nd Avenue, Miami Gardens, Florida 33054.

### **1. Purpose and Description**

Producer requests permission to film on university property for the following purpose:

- Title or working title of production: [Insert title \_\_\_\_\_]
- Purpose of filming (documentary, commercial, student project, etc.): [Insert purpose \_\_\_\_\_]
- Date(s) of proposed shoot: [Insert date(s) \_\_\_\_\_]
- Proposed filming times: [Insert start and end times \_\_\_\_\_]
- Number of cast and crew on-site: [Insert total \_\_\_\_\_]

### **2. Required Documentation for Approval**

For University review and authorization, the following items must be submitted at least 10 business days before the proposed shoot date:

- A written summary of the production and purpose
- Finalized date(s) and schedule of filming activity

- Total number of personnel expected on campus
- Copies of all releases or clearances for:
  - Video footage, interviews, and likeness rights
  - Use of any University logos, signage, or property
  - Third-party entities and individuals participating in the production
- Certificate of Insurance naming “Florida Memorial University” as an additional insured party, with required coverage levels as determined by the University’s risk management office.

**3. Insurance and Liability**

Producer shall maintain and provide proof of general liability insurance and, where applicable, workers’ compensation coverage for all crew. Producer agrees to indemnify and hold harmless Florida Memorial University, its trustees, officers, employees, and students from any claims, damages, or liabilities arising out of the filming activity.

**4. On-Site Coordination**

Producer will identify a dedicated contact who will remain on-site during all filming activity to coordinate with university representatives.

- Primary contact name: [Insert name \_\_\_\_\_]
- Phone: [Insert phone number \_\_\_\_\_]
- Email: [Insert email address]\_\_\_\_\_]

The University will assign a representative to oversee operations and ensure compliance with campus policies.

**5. Restrictions and Conditions**

- Filming must not disrupt classes, scheduled events, or regular campus operations. Production team must comply with directives from university security.
- No alterations to buildings, grounds, or equipment may occur without written approval.

- The university reserves the right to halt or postpone filming if safety, weather, or policy compliance issues arise.

## **6. Use of University Name and Likeness**

Any use of logos and branding including the university's name, logos, or identifying marks in the production must be pre-approved in writing by the University's Office of Communications and Marketing.

## **7. Approval and Signatures**

Filming will not be permitted without full University approval and receipt of all required documentation and insurance certificates.

Producer Signature: \_\_\_\_\_

Name/Title: \_\_\_\_\_

Date: \_\_\_\_\_

Authorized University Representative: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_