 **Filming / photography approval form**

Please send this form to ismarketing@kent.ac.uk **at least 1 week** before the date you would like to film / take photographs.

We will use the information you give to contact you, and to decide:

* whether your filming or photography can take place, or will need to change to another time / day / location
* how we can support you
* if we need to prepare the library space or alert other library users

**Your details**

|  |
| --- |
| Name: |
| Email: | Phone number: |

Are you:

|  |  |  |
| --- | --- | --- |
| University of Kent student [ ]  | University of Kent staff [ ]  | Kent Union staff [ ]  |
| Other [ ] Name of your organisation: |

**Your event**

|  |
| --- |
| Is it a film or photoshoot? |
| Description (eg format, purpose): |

Where in the Templeman Library would you like to film / photograph?

|  |  |
| --- | --- |
| Welcome hall (C Block, Ground Floor) [ ]  | Library Café (B Block, Ground Floor) [ ]  |
| Atrium (A Block, Ground Floor) [ ]  | Gallery (A Block, Floor 1) [ ]  |
| Other location (please state): |

|  |
| --- |
| Suggested date(s): |
| Times: |
| Estimated number of people involved (including actors and crew): |

**Agreement**

Please tick to show you have:

[ ]  completed a risk assessment and attached it with this form.

[ ]  read and understood these points.

* You (the filming / photography team):
	+ are responsible for your own equipment, including assembly and removal.
	+ are responsible for your safety and must follow the Templeman Library’s health and safety guidelines, including the fire evacuation procedure.
	+ must report to the Welcome Desk when you arrive and leave.
	+ should have ID and be ready to show it on request: KentOne card if you are a student or staff, external ID if not.
	+ are responsible for getting consent from anyone appearing in close up in your film. For University videos, you should use this [consent form](https://www.kent.ac.uk/brand/downloads/photography_and_filming_consent_form_071217.pdf) (available from www.kent.ac.uk/digital/sourcing-images.html).
* We (the Templeman Library staff):
	+ may refuse requests if the filming / photography would pose a safety risk or impact negatively on library users.
	+ may ask you to move to a more suitable space.
	+ do not take responsibility for failed equipment or electrical power failures.
	+ will provide signage to say that filming / photography is taking place, if needed.