Guidelines and Procedures for Motion Picture/Video/Film or Photography of and on the campus of the University of Missouri, Columbia MO.

The University of Missouri-Columbia, which houses the state of Missouri’s film office, understands the importance of the film industry to the state’s economy. If film and video producers, directors and their crew wish to use University property to produce films, television shows (including series and documentaries) movies, commercials, and other media, the University will make its decision based on the following procedures and criteria.

These guidelines have been developed to clarify the process that must be followed to obtain permission for all of the above.

A. Requests
All requestors for a MU Permit must complete a permit application. This permit application and complete script (if applicable) are submitted to the Office of the Vice Chancellor for Administrative Services. Applications may be received online or via mail at the following address:

Mr. John Murray, Assistant Director
Business Services
University of Missouri
311 Jesse Hall
Columbia MO 65211-1240
Fax: 573.884.5446

The completed application and script are forwarded for committee review and if approved, the process of identifying specific sites, dates, and times can begin.

B. Fees
Permit fees and location fees are based on a number of variables. The length of the shoot, locations involved, the type of production and types of MU services needed are all considered in the total cost.

In certain limited instances a permit may be issued and a fee waiver may be granted for uses such as public service announcements.
**Permit Fees**

These fees are based on a half day or whole day rate. A half day is any day that is six hours or fewer. A whole day is any day that is between six and twelve hours. Requests for days longer than twelve hours will occasionally be considered.

<table>
<thead>
<tr>
<th>Category 1</th>
<th>Category 2</th>
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</thead>
<tbody>
<tr>
<td>Feature Film</td>
<td>Non-Broadcast Video</td>
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<tr>
<td>Regional/National Broadcast</td>
<td>Local Broadcast</td>
</tr>
<tr>
<td>Regional/National Commercial</td>
<td>Local Commercial</td>
</tr>
<tr>
<td>Regional/National Print</td>
<td>Local Print</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Day Part</th>
<th>Category 1</th>
<th>Category 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Whole Day:</td>
<td>$2,000</td>
<td>$1,000</td>
</tr>
<tr>
<td>Shooting</td>
<td>$1,500</td>
<td>$750</td>
</tr>
<tr>
<td>Half Day:</td>
<td>$600</td>
<td>$300</td>
</tr>
<tr>
<td>Set/Strike</td>
<td>$300</td>
<td>$175</td>
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Other forms of media are not exempt from this fee and will be handled on a case by case basis.

**Incidental Filming**

Incidental filming does not require a permit and is not charged a fee. Incidental filming includes uses such as: filming for non-commercial or internal use, class projects, or personal use. This filming requires no special services and does not in any way disrupt the normal functioning of the University. This filming cannot be used for commercial purposes after the fact without written permission from the Office of the Vice Chancellor for Administrative Services.

**Location Fees**

Location fees are charged in addition to permit fees and are charged per day. A representative sample of location fees is listed below. These location fees do not include fees for University services such as MUPD; Parking and Transportation, Campus Facility Services; and Landscape Services. The actual cost for those services is added to the total production cost.

- Classrooms, hallways: $250
- Exteriors: $350

**C. University Identification and Appropriate Use of Campus Images**

No identification of MU as a location is permitted, except in rare instances and only when the specific use is submitted for prior approval to the Office of the Vice Chancellor for Administrative Services. The request will be reviewed by MU Licensing and Trademarks, University Relations, the Vice Chancellor for Administrative Services, and the Chancellor. The request will only be approved when it is deemed to be in the University’s best interests.

Identification includes but is not limited to trademarks, icons, recognizable University landmarks, and the use of merchandise containing trademarked images/logos (ie. flags,
apparel, posters, miscellaneous items containing logo, etc.). Identification also includes verbal references on film.

**D. Permit or Location Agreement**
Once the script/storyboard is approved, the shooting schedule will be finalized and approved. The need for University services, if any, will be reviewed. If applicable, these services will be estimated and attached to the Agreement. For shoots in which these additional services are not needed, the University has the option to issue a Permit for Film/Video instead of a Location Agreement.

**E. Insurance**
The University may request the production to have insurance with Louisiana authorized insurers in the amounts stipulated below and provide a Certificate of Insurance naming The Board of Curators of the University of Missouri as additional insured. (See below for exact phrasing.) This must be received no fewer than seven days before shooting begins.

1. Workmen’s Compensation – Statutory Limits
2. Comprehensive General Liability, including Personal Injury Liability coverage - $1,000,000.
3. The Board of Curators of the University of Missouri, its officers, employees, agents and volunteers are to be named as additional insureds.
4. To provide certificate(s) of insurance prior to or with the signed Location Agreement which are not subject to cancellation without thirty (30) days written notice to University.

**F. Payments and Deposits**
The University has the option to require a deposit before a permit will be granted. This deposit is to be received no less than five business days prior to the beginning of the first day of shooting on campus.

Full payment for all costs incurred is due is due to the University within thirty (30) days of the date of final invoice.

Payment is to be made payable to Board of Curators, University of Missouri and sent/delivered as follows:

Mr. John Murray  
Business Services  
University of Missouri  
311 Jesse Hall  
Columbia MO 65211-1240

**G. Cancellation**
If written notice of cancellation for an approved permit or agreement is received before the production begins, then the production is liable for any actual costs incurred by the University as of the receipt of the cancellation notice.
University shall have the right of cancellation if the Agreement holder is deemed insolvent or, in the University’s sole opinion, shall fail to perform any material term in the Agreement after having received written notice from the University to do so.

H. Script Review
A copy of the final script must be submitted with the application. The review process can take up to ten (10) working days. Any changes or revisions should be brought to the attention of the Committee. Substantive script changes can be grounds for the University to withdraw its permission. (A permit or agreement cannot be issued without a script.)

I. Scout Visits
Scout visits are not only helpful to the production, but also helpful to the University in order to clearly determine the needs of the production. A request for a scout visit is made to Mr. John Murray (address above).

Permission for scout visits does not constitute approval by the University for the use of its facilities.
Application for the University of Missouri Film/Video Permit or Location Agreement

Name of Project ________________________________________________________________
Primary Contact ____________________________  Contact Phone ________________
Contact Email ____________________________  Contact Fax ______________________
Production Company ____________________________________________________________
Company Address ______________________________________________________________
City/State/Zip __________________________________________________________________

Location Manager (LM) or Unit Production Manager (UPM) (if different from above)
LM or UPM ____________________________  Phone number ______________________
Email ____________________________  Fax _______________________________

Production Type
_____ Feature Film  _____ Regional/National Broadcast Television  _____ Print
_____ Non-Broadcast Video  _____ Regional/National Commercial  _____ PSA
_____ Local Commercial/Print/Broadcast  _____ Other: ______________________________

Scout Visits
Locations are not yet determined and I would like to arrange a scout visit.
Potential Scout Visit dates and times __________________________________________

Brief Summary of Project

_________________________________________________________________________
_________________________________________________________________________

Locations Requested  Prep Date/Time  Shoot Date/Time  Strike Date/Time

_________________________________________________________________________
Total number of cast/crew (not including extras) ____________ Number of Extras _________

Number of vehicles that will need parking or access to campus locations__________

Will the production involve any of the following:

_____ Loud Noise  _____ Driving Shots  _____ Nudity

_____ Firearms/Weapons  _____ Special Effects (describe) ___________________________

List any special requests involving set dressing and/or potential changes to the location

______________________________________________________________________________
______________________________________________________________________________

Attach a complete script and/or storyboards to this form.

Submitted by:

Authorized Signature ___________________________ Date _____________

Print Name ______________________________________

Title ___________________________________________

Approved by:

◦ Chancellor

(is required)

Signature Date

◦ University Relations

Signature Date

◦ Administrative Services (one)

Trademark Administrator
Assistant Director, Business Services

Signature Date
_____ Proceed with scheduling       _____ Notify of disapproval