

## Library Film and Photography Agreement

The following conditions and policies have been established for the best maintenance and use of the Library for filming and photography for personal and commercial use. Once you have received confirmation that your request has been approved, please review and adhere to the following guidelines. We appreciate your cooperation.

All Library spaces must be returned to their original state at the end of the filming and photography session. The designated representative of the company or organization must be present from set up to break down of film and photography equipment.

The company or organization must discuss the availability and details with regard to electrical power, lighting, audio/visual equipment, and furniture configurations with the Library Events Coordinator at least two weeks in advance of the date requested.

Costs for any damage to Library property caused by the organization or by persons associated with the filming and photography session will be promptly paid for by the party requesting the space.

No close filming or photography of users is allowed without their express consent. If you intend to film patrons of the Library, please alert the Library ahead of time and send ahead a copy of your waiver form required to use a likeness of a member of the UC Berkeley community.

When film or photographs are used for any commercial purpose, and certain other purposes, the Library requires credit in print and in any finished product. The Library also requires a copy of the publication or film be provided for inclusion in the Library's collections.

I agree that neither I nor members of my project team will disturb or interfere with Library staff or users while we film or photograph. I acknowledge that the approved request must be carried by members of the project while filming or photographing and permission to film and photograph within the Library will be revoked if complaints are received.

*I have read the above and agree to these conditions:*

Signature of responsible party: \_\_\_\_\_

Name of responsible party: \_\_\_\_\_

Name of designated representative (if applicable): \_\_\_\_\_

Campus department (or organization / company): \_\_\_\_\_

Film/Photography Location: \_\_\_\_\_

Date and Time: \_\_\_\_\_

Print, sign and return this form to [libraryevents@berkeley.edu](mailto:libraryevents@berkeley.edu) or the Library Communications Office in 132 Doe Library.