

KING'S COLLEGE LONDON AS A LOCATION FOR FILMING POLICY & PROCEDURE

1.0 Introduction

King's College London is a popular location and requests for filming (i.e. the 'Event') from television production companies and individuals (i.e. the 'Customer') may be received at different points in the university throughout the year. This document outlines the university policy for processing external enquiries and bookings, agreeing charges where appropriate, and establishing guidelines for filming at university premises and grounds.

2.0 Locations

Subject to the provisions set out in this document, prior permission must be obtained for filming at any university premises or grounds including all internal and external areas, whether centrally timetabled or falling within departmental space.

Generally, there are two types of filming enquiries:

- request from a news outlet or individual to interview an academic expert on campus (a PR enquiry – no charge)
- request for a commercial shoot e.g. location for a film, documentary, photo shoot or TV advert which has no PR benefit for King's (a commercial enquiry – fee charged)

3.0 Authorisation

- All PR enquiries for filming should be referred to pr@kcl.ac.uk. A dedicated member of the PR team will review the enquiry and make the decision as to whether it should go ahead.
- Commercial requests should be referred to King's Venues (kingsvenues@kcl.ac.uk) who will manage them in conjunction with the university's preferred partners the Location Collective (location scouts).

The university reserves the right to refuse permission for any Event for any reason. Filming will only be permitted, for example, if it will not cause undue disturbance to the working life of the university and/or the subject matter is not likely to portray the university inappropriately or conflict with the university's ethics/opinion.

Filming Events may take place throughout the year although account will be taken of the possible impact on the working life of the university. Generally, filming requests will not be accepted during peak periods including enrolment, start of session, examinations, and graduation (not exhaustive).

All commercial and large-scale PR requests are subject to a risk assessment and methods statement (RAMS) to be provided by the Customer. King's Venues/Location Collective and the PR team can assist with these. Permission will not normally be given for filming locations which are:

- in sensitive areas of the university including laboratories
- in an entrance foyer or circulation area which is likely to interfere with the normal entry and egress from the premises

Requests for exclusive use of a university building/campus will not be accepted. Local restrictions may also apply according to building design, requirements of other users, proximity of neighbours etc. For example, night/weekend filming may be refused if likely to cause disturbance to local residents.

Filming of individuals may not take place without their express permission; therefore, general filming in public space within the university premises or grounds is restricted.

4.0 Prior to the Event

PR filming is overseen by a member of the PR team or their representative (where possible).

For commercial filming, King's Venues and the Location Collective will support on site visits and event planning/management.

The Customer is responsible for all equipment brought to the university and should arrange appropriate insurance. The Customer must ensure that any equipment brought onto university premises/grounds is in good order and has passed any relevant safety tests, for example, Portable Appliance Tests for electrical equipment. Safe storage of equipment overnight is not guaranteed and may not be available at all locations. If such facilities are required they must be arranged with King's Venues in advance. The university takes no responsibility for any items left overnight.

5.0 During the Event

5.1 There must be no conflict in respect of use of space. Corridors, fire escape routes and fire exit doors must be kept free at all times. Use of any communal facilities (corridors, toilet facilities, changing facilities, catering space for green room etc) must be agreed in advance and may only be used with the express permission of King's Venues and the relevant Site Services/Facility Manager and may be subject to an additional charge.

When the venue is set up the Customer must undertake a safety check to ensure that:

- Escape routes are not blocked
- Equipment is safe
- Electrical points are not overloaded and any trailing wires are firmly secured or taped down so not to cause a trip hazard

The Customer must not connect to any university service or utility (e.g. electrical supply, telephone, water, gas etc) without prior written permission of the university.

The Customer must not in any way make changes, additions or alterations to the premises (interior and exterior) without prior written consent obtained before the date of the Event. If changes are made subject to this permission being obtained then the Customer will agree in writing to restore the said premises to its original condition immediately after the period of hire.

6.0 Hire Charges

King's Venues will levy such fees as are appropriate, to cover space hire charges, direct costs incurred including reasonable charges for staff (both additional and existing staff time)

and/or services, and taking into account any special requirements or access arrangements, possible disruption of university Business etc.

7.0 Contractual/Data Protection

Staff appearing on any news/documentary programmes should be credited as being a current member of staff at King's College London (as opposed to University of London, individual Schools, Institutes or Centres). Staff and students who participate in filming may not act in the capacity of spokesperson for the university without prior agreement from the Director of Public Relations.

The Customer may not mention the university in any promotional/advertising material unless written prior approval has been provided by the Public Relations Department.

The university reserves the right, for any reason, to decline any request for filming or to require that filming ceases with only such notice as would be reasonable.

8.0 Insurance

The Customer will indemnify the university against any damage caused to property belonging to the university or the Customer/Company by the Customer negligent act or omission or that of their agents, employees or invitees.

The Customer is responsible for arranging insurance (liability insurance of a minimum £5 million) for the Event, personnel and equipment brought to the university premises/grounds and may be required to provide a copy of the relevant insurance documentation to the university.

Updated by PR and King's Venues – October 2016