

# LIBERTY UNIVERSITY

EVENTS

## Liberty Campus Student Filming Policy

All requests for location use on campus or Liberty property go through the University Events Office. **Do not contact any personnel of the specific location.** Always CC your professor/instructor when communicating with the Events office.

When requesting the use of a location on campus, fill out the “University Event Request Form” on [25Live](#). Please be thorough and specific as to what you are requesting. All Liberty location requests are to be submitted no less than **ten days** before your assigned day to check out equipment for your block. If your request is sent less than ten days before your check-out day, your request may not be approved. Plan ahead as much as possible!

Here are the general guidelines for the information University Events needs before they can work on setting up locations permissions:

1. Student must list:
  - a. **List of cast/crew** (this alerts LUPD of who is authorized to be in the location)
    - i. Please include their names, LUID (if they are students/staff) and emails
  - b. **List of equipment and props** to be used (This ensures nothing will be damaged in the process. i.e. heavy rolling camera on a turf field, etc.) **No weapons or fake weapons may be used when using an LU Property or filming on campus.**
  - c. **Class & Professor Name** must be notated on the request.
  - d. **Synopsis of the Scene** you will be shooting.
2. Once University Events has the request form, they will review your request, approve a location, and send an event contract.
3. University Events emails LUPD with all of the information to make them aware. Have the contract with you on the filming day to verify you have permission to be there!
4. LUPD then makes a worksheet for the day of filming and it is used to notify all officers of the student filming activities.
5. If a filming location ‘belongs’ to a department, University Events will also alert them of the filming schedule.
6. It is up to the discretion of the faculty/staff of the University Events Office to either deny or approve your event request. If you have any questions and/or concerns regarding a denied request, you can email [events@liberty.edu](mailto:events@liberty.edu).
7. **Student must have professor CC'd on any/all emails between student and University Events.**

Areas that are not schedulable for filming, DO NOT REQUEST:

- All Department Office Spaces
- Liberty Medical School
- Thomas Road Baptist Church facilities
- Restrooms



[events@liberty.edu](mailto:events@liberty.edu)



(434) 592-3511