Georgia Institute of Technology  
Policy Statement for use of Campus Facilities for Filming

Use of Institute name or likeness:  
Any use of the names, marks, logos, trademarks, or campus icons of the Georgia Institute of Technology is governed by the Board of Regents of the University System of Georgia.

The Georgia Institute of Technology is an institute for higher education and research studies. The Institute is the custodian of buildings and grounds that have significant financial and aesthetic value. Georgia Tech also has the duty to ensure the safety of all its faculty, staff, and students, as well as visitors. However, as a public university, the Institute recognizes its appeal as a resource for the state of Georgia’s film industry. As such, we have developed policies for safe and equitable use of the campus.

Film scripts will be reviewed for content by the Institute Communications department. If the script is approved, the request will be forwarded to the Office of Capital Planning and Space Management (CPSM) for final approval. The CPSM administrators will meet with the film organizers to assess the following:

Dates and times of filming
Length of filming
Fees/deposits
Georgia Tech License
Agreement Liability
Insurance
License Agreement
Legal review of Agreement Site
Inspection
Building Access
Equipment
Parking
Number of personnel needed each day. (Including actors, crew, and extras)
Number of GT personnel required

Assessment Criteria/Fees

1. Please complete the on-line application form.
2. Submit a copy of the film script.
3. After date and location are approved a $100 non-refundable application fee will be required and a check should be made out to Georgia Institute of Technology submitted to CPSM
4. Submit a detailed filming schedule to the Office of Capital Planning and Space Management.
5. Specific charges provided upon approval of the request. The final amount will not include the cost of parking, security, facilities or other services rendered.
6. A 20% overhead charge will be included in the total cost of the invoice.

9-28-15
Please Note: Due to the significant student body on campus and an increase in classes and activities in campus instructional buildings, filming can only be scheduled during the summer months breaks in between semesters or during spring break.

**On-Line Application for Use of GT Campus Space for Filming**

Today’s date: 

Type of film project: Movie ____ Commercial ____ Other (explain):

Name of Organization requesting permission to film on Georgia Tech Campus:

Contact person: Phone:

Cell: Fax: email:

Dates and times of film shoot:

Set-up dates and time:

Additional filming time is up to the discretion of the CPSM Department.

Are you affiliated with the Georgia Department of Film, Video & Music? If so, who is your contact at GDFVM:

Are you a non-profit organization?:

9-28-15
Proposed location needs for this film:

__________________________________________________________________________

Number of vehicles that need parking:

__________________________________________________________________________

Number of film crew expected:

__________________________________________________________________________

Make Note:
For information and permission to use the name Georgia Institute of Technology, Ramblin’ Wreck, or campus icons like Buzz or Tech Tower, please contact the Institute of Communications department at 404 894-8835.

For more information please see our web site at space.gatech.edu

Tell us what we need to know: How many locations, parking needs, equipment, outdoor space use or anything else you need to tell us ahead of time (no surprises):

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9-28-15
Please return completed form to Sharon Myers, Campus Space Coordinator @ sharon.myers@cpsm.gatech.edu and Lisa Grovenstein, Assistant Vice President, News & Campus Communication @ lisa.grovenstein@comm.gatech.edu