**Film Studies**  
**Location Policies and Procedures**

**On Campus**

**Policy:**
UNCW Film Studies students who wish to shoot on UNCW property must obtain permission and reserve the space with Risk Management specialist **Pamela Elliott** in the office of the Vice Chancellor of Business Affairs. She will advise students on how the shoot should be handled. Any student who does not contact Pamela Elliott, inaccurately describes the project and needs, or chooses to ignore her directions, will fail the project and risk legal and/or police action.

UNCW locations requests must be made AT LEAST five FULL business days in advance of your proposed shooting dates. The UNCW Locations Request Form must be completely filled out for consideration.

**Procedure:**
To reserve a space on UNCW property, simply fill out the UNCW Locations Request Form and email it, as an attachment, to Pamela Elliott (elliottp@uncw.edu). Save and send all attachments in the following manner: UNCW Locations Request-Space(s) Needed (example: UNCWLocationsRequest-KingHall104).

Pamela Elliott will respond with a copy of your UNCW Filming Request that will be marked as either Accommodated or Rejected. A copy of all approved UNCW Filming Requests must be turned in to your instructor.

All non-UNCW students who participate on your project must sign a Participation Agreement for Film Studies Activities prior to shooting.

*Note: Auditions in King Hall can be booked through the Film Studies office.*

**Off Campus**

**Policy:**
UNCW Film Studies students who wish to shoot off of UNCW property must obtain written permission from 1) the Owner or Owner’s Representative, 2) the City or County Official in which your shoot takes place, or 3) both. Any student who does not receive all required written permission(s), inaccurately describes the project and needs, or chooses to ignore the directions received, will fail the project and risk legal or police action.

**Procedure:**
**Shooting in/at a Private Residence or Business – Totally Confined:**
If you are shooting in/at a private residence or business and you will keep your production, including actors, crew, equipment and parking, confined to the space...
owned by the Owner or Owner’s Representative, you must complete the following:

1) Have the Owner or Owner’s Representative sign a Facilities – Premises Use License prior to shooting.
2) Have all non-UNCW students sign a Participation Agreement for Film Studies Activities prior to shooting.
3) If the Owner or Owner’s Representative requests an insurance policy, complete a Request Certificate of Insurance form and follow all directions prior to shooting.
4) A copy of all that pertain must be turned in to your instructor.

**Shooting in/at a Private Residence or Business – Partially Confined:**
If you are shooting in/at a private residence or building and you will need access to public property (sidewalks, streets, parking lots, etc.) for actors, crew, equipment or parking you will need to complete the following:

1) Have the Owner or Owner’s Representative sign a Facilities – Premises Use License prior to shooting.
2) Have all non-UNCW students sign a Participation Agreement for Film Studies Activities prior to shooting.
3) If the Owner, Owner’s Representative, City or County requests an insurance policy, complete a Request Certificate of Insurance form and follow all directions prior to shooting.
4) Receive written permission (permit, contract or email) from the City or County Official. Verbal permission is not accepted.
   - To get written permission, follow these steps:
     A) Identify the exact address requested and the county in which it resides.
     B) Contact the proper authority for permission:
        * Note: Some areas require only 72-hour notice where others may require up to 30-days notice.*
        1) City of Wilmington: Read, complete and submit a [Film Permit Application and Guidelines](#).
        2) New Hanover County: 910-798-7473
        3) Wrightsville Beach: 910-256-7900
        4) Burgaw: 910-259-2151
        5) Southport: 910-457-7988
5) A copy of all that pertain must be turned in to your instructor.

**Shooting on Public Property:**
If you are shooting on public property (public buildings, parks, sidewalks, streets, parking lots, etc.) you will need to complete the following:

1) Have all non-UNCW students sign a Participation Agreement for Film Studies Activities prior to shooting.
2) If the City or County requests an insurance policy, complete a Request Certificate of Insurance form and follow all directions prior to shooting.
3) Receive written permission (permit, contract or email) from the City or County Official. Verbal permission is not accepted.
   - To get written permission, follow these steps:
     A) Identify the exact address requested and the county in which it resides.
     B) Contact the proper authority for permission:
        *Note: Some areas require only 72-hour notice where others may require up to 30-days notice.*
        1) City of Wilmington: Read, complete and submit a Film Permit Application and Guidelines.
        2) New Hanover County: 910-798-7473
        3) Wrightsville Beach: 910-256-7900
        4) Burgaw: 910-259-2151
        5) Southport: 910-457-7988
   5) A copy of all that pertain must be turned in to your instructor.