**Filming / Photography Request Form**

***If also requiring use of a room, please refer to the Meeting Room Guide and Room Booking Information prior to completing the request forms***

* Please be mindful that this a Library, and as such is designed to a quiet study area for everyone. Please be conscientious of this fact when photographing / filming in the Sir Duncan Rice Library, and be sure to keep noise to a minimum.
* All photography / filming requests must be run past management for their approval.
* They must be received in a timely manner, with a reasonable notice period to advise students, library users and other staff members that photography / filming shall be taking place and whether it could be appropriately held when requested.
* If requiring use of a room, the separate Room Booking Information must be read and a Room Request form also submitted. To request a room, at least 72 hours (not including weekends and holidays) is required before a booking to give staff sufficient time to confirm.
* Any person included in a photograph or filming must give their individual permission to be included in this material, otherwise it cannot be used.
* Photographers / Film-makers must be respectful of the library atmosphere and its users.
* Please include detailed information in the filming request, so that when the request is sent to management they are fully aware of all that is required.
* Cables cannot be run out from the meeting rooms nor run across any public areas. Any cables used within the meeting rooms are placed at your own risk.
* All equipment must be organised and contained within the area / room utilised.
* Charges may be applicable.

**We would like to take this opportunity to thank you for your understanding and respectful manner**.

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| Department/Organisation: |  |
| Contact Name (s): |  |
| Address: |  |
| Telephone Number (s): |  |
| E-Mail Address (s): |  |
| Date (s) of Filming: |  |
| Time (s) of Filming: | Start:  End: |
| Purpose of Filming / Photography:  **Please attach any additional information as appropriate** |  |
| Filming / Photography being brought: |  |
| Total number of attendees + names of all attendees external to the University of Aberdeen/without a library valid card: |  |

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| Rooms / Areas of Filming if known:  **Please also send a Room Request form if wishing to make use of a room**  **Please note: Additional permissions are required for some areas** |  |
| Any other relevant Information or Special Requirements (e.g.  wheelchair reservations etc): |  |
| I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (print name) the photographer / filmmaker confirm that I have read the Guidelines for Filming and Photography; and will adhere to all requirements stated.  Please place a cross in this box as an acknowledgement of the above:  **If you are organizing this photography / filming on behalf of another; and you yourself will not be present at this time, please ask that the person who will be responsible for photography / filming on the day(s) to please read the guidelines and sign below :**  I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (print name) confirm that I have read the Guidelines for Filming and Photography; and will adhere to all requirements stated.  Please place a cross in this box as an acknowledgement of the above:  Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Telephone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |