

COLLEGE of CHARLESTON

OFFICIAL POLICY

3.8.1

Photography and Filming: Filming on Campus

03/03/16

Policy Statement

Any person, business or organization wishing to use the College of Charleston campus as a location for commercial film, documentaries, TV or photography must review campus film guidelines and must sign a written campus location agreement prior to permission being granted. For film guidelines and related fees, contact the Office of Institutional Events.

A minimum \$1 million proof-of-insurance certificate must be provided with the College named as additional insured for the day(s) of preparation and shooting.

The City of Charleston Office of Cultural Affairs oversees the permitting process for motion picture, television and still photographic projects throughout the City of Charleston. The College of Charleston works in conjunction with the city, particularly with respect to locations that are intersected by public streets and sidewalks.

Visit <http://president.cofc.edu/administration/inst-events/> to view photos and maps of potential locations. Contact the Office of Institutional Events for further information regarding deposits, associated fees and other details.

Policy Manager and Responsible Department or Office

Director, Institutional Events and/or Executive Director, Division of Marketing and Communications

Policy

The College of Charleston boasts a spectacular range of locations for commercial film, TV, documentaries and photography. From neoclassical 18th- and 19th-century architecture to 21st-century contemporary design, the campus offers settings to suit virtually any American era.

Due to the historic look and beauty of the surroundings, many movies and TV shows have been filmed on campus. This policy is designed to ensure that entities wishing to film on campus receive consistent and accurate information about the process, while also protecting the College's facilities, grounds, personnel and students during filming.

Departments/Offices Affected by the Policy

All departments/offices.

Procedures Related to the Policy

Anyone wishing to use the College of Charleston campus as a location for commercial film, documentaries, TV or photography must review campus film guidelines and must sign a written campus location agreement prior to permission being granted. For film guidelines and related fees, contact the director of institutional events.

Related Policies, Documents or Forms

College of Charleston Brand Manual

Issue Date: July 1, 2009
Date of Policy Revision: March 3, 2016

Next Review Date:
March 3, 2021

POLICY APPROVAL

(For use by the Office of the Board of Trustees or the Office of the President)

Policy Number:

President/or

Alan E. McLaughlin, Pres

3-3-16