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## Filming on Campus

Policy No.:	7130
Category:	Safety, Security and Emergency Management
Approving Body:	Leadership Team
Executive Division:	Human Resources
Department Responsible:	Safety, Security and Emergency Management
Current Approved Date:	2012 Mar 30

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## Policy Statement

BCIT allows controlled access to Institute interior and exterior locations for commercial production companies producing feature films, commercials, still photography, and general entertainment programs.

BCIT ensures that:

- These activities are conducted without disruption to the Institute's normal operations
- Operations are conducted in compliance with industry standards and WorkSafeBC
- The reputation and public image of BCIT are protected
- All costs of the film liaison service are recovered and financial compensation is received

This policy takes into account the complex requirements of film production companies in utilizing film locations, the physical resources of the campus that might be suitable for their requirements, Occupational Health and Safety requirements, security of assets and the interests of students and employees.

## Purpose of Policy

The purpose of this policy is to set out conditions for delivering a timely and coordinated service to film production liaison and services, so that space and facilities on the Institute premises can be used by external media production organizations as film locations without disruption to Institute operations.

## Application of this Policy

This policy applies to external media production organizations and BCIT departments and schools.

## Related Documents and Legislation

BCIT Contractor Safety (Safety, Security and Emergency Management Web Page)  
BCIT Facilities Access Agreement (Safety, Security and Emergency Management Web Page)  
Filming Request – Schedule A (Safety, Security and Emergency Management Web Page)

## Other Information

Fees paid by or on behalf of media production organizations are to be accumulated in the General Revenue Fund according to finance policies.

## Duties and Responsibilities

### The BCIT Film Liaison

The BCIT Film Liaison (within the School of Business, Broadcast and Media Communications Department) is the contact person responsible for coordinating all activities and liaising with film production companies.

#### The BCIT Film Liaison Coordinator

- Communicates with the Safety, Security and Emergency Management and Marketing and Communications departments regarding scheduling, potential media issues, and other details pertinent to safety, security and communications.
- Holds script approval over scenes to be shot on BCIT campuses, to ensure inappropriate material that might damage the reputation of the Institute is not shot on BCIT premises.
- Oversees the production, and allows the access to locations. At satellite campuses, a contact person is designated for this duty.
- Along with the Director of Safety, Security and Emergency Management and school/department affected, ensures costs are recovered.
- Along with the Director of Safety, Security and Emergency Management, makes sure there will be minimal or no disruption to BCIT's usual operations.

Note: If any BCIT employees are affected and/or potentially affected by the film shooting activities, the BCIT Film Liaison Coordinator will contact Labour Relations, prior to finalizing any agreements with the film production company.

### The Director of Safety, Security and Emergency Management

The Director of Safety, Security and Emergency Management ensures operations are conducted in compliance with industry standards and WorkSafeBC.

Along with the BCIT Film Liaison Coordinator, the Director of Safety, Security and Emergency Management ensures costs are recovered and makes sure there will be minimal or no disruption to BCIT's usual operations.

The Director of Safety, Security and Emergency Management also completes sign-off on:

- BCIT Contractor Safety
- BCIT Facilities Access Agreement
- Filming Request – Schedule A

### Film production companies

Film production companies are to contact the BCIT Film Liaison Coordinator for assistance in:

- Scouting locations
- Negotiating shooting agreements
- Establishing the coordinator contact with appropriate Departments and Schools

## Procedures Associated With This Policy

None

## Forms Associated With This Policy

None

**Amendment History**

1. Created	2007 Sep 11	Created as Policy 7535.
2. Revision 1	2009 Jul 02	
3. Revision 2	2010 Aug 06	
4. Revision 3	2012 Mar 30	Policy number changed to 7130.

**Scheduled Review Date**

2017 Apr 01