

**UNIVERSITY OF WISCONSIN-MADISON  
FACILITIES USE GUIDELINES**

**SUBJECT:** Film/Video/Audio Location and Photo Requests for Commercial Purposes  
**FROM:** University Communications Office  
**DATE:** May 1, 2002

Contact University Communications when the request involves commercial use of licensed university products, images, locations or facilities in any of the following: television advertisements, radio commercials, advertisements, television production companies, corporate videos, still photo advertisements, catalog photography, or motion pictures. This includes film and video companies or others wishing to use university facilities to hold auditions, as well as students using facilities to fulfill academic requirements. University Communications will consult with Legal Service where it is deemed appropriate.

Productions by students in fulfillment of their academic requirements using university grounds, facilities, performance spaces and galleries are permitted. It is the student's responsibility to make sure the facilities or locations are available at the required time(s) before submitting the request.

The student must provide a written request to University Communications with a signature from the instructor verifying that the student is enrolled in his/her class. The written request must specify when, where, and what the student plans to film. The written request must also specify if fake weapons, staged disturbances or unusual behaviors by actors (chase scenes, staged assaults, nudity, etc.) are planned. If such activities are part of the request, University Communications will inform the University of Wisconsin Police Department to determine if police approval or involvement is needed.

When University Communications has approved a commercial or student facilities use request, University Communications will advise Central Reservations if an event alert is necessary. Approved non-student requests require a certificate of insurance with copies provided to University Communications and to Risk Management.

Written request should include:  
Description of project, including content and scope  
Logistical needs  
Location, if known  
Date and time desired

Contact: University Communications, Liz Beyler, 9 Bascom Hall, 263-1986,  
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