



## **GUIDE TO FILMING AT EDINBURGH NAPIER UNIVERSITY**

This information is intended as general guidance for staff or students who wish to film on the Universities campuses as part of their course work. Filming at Student Accommodation which are all off the campus are dealt with later in this document.

For easy reference, rooms referred to in this information are

- Classrooms which are normally used for teaching
- Offices that are normally occupied by staff and lecturers in everyday use

A guide to obtaining permission to use these areas is shown below.

There are also certain forms that are required to be completed for authorisation and information. The following forms should be completed when seeking permission for filming, these include but not limited to:-

- Risk Assessment
- Unusual Event Form
- Fire alarm isolation form
- Weapons use request form

### **Please Note**

Fire Alarm zone(s) will be required to be isolated if there is a risk of smoke, a strong heat source or other substances being used during the event.

*Weapons use request form* should be completed if any you intend to use weapons as props.

### **Authorisation**

Authorisation will be required from, but not limited to:-

- Relevant Campus Dean
- Head of School / Department
- Facilities Services Desk

### ***Areas of use***

#### **Classrooms**

Anyone wishing to use classrooms for filming (including corridors) should contact the Facilities Service Desk and advise them of the Classroom(s) that would be required for filming. When permission has been granted they will send out the relevant information to the campus concerned. This will include security, cleaners and iPoint.

## **Offices**

The use of offices (and corridors) for filming is normally authorised by the department which occupies the area required for filming. The initial contact should be the Departmental Administrator, Manager and Head of School/Service. Information can be found on the staff directory: <https://applications2.napier.ac.uk/StaffDirectory/>.

## **Student Residencies**

The use of Student Residencies for filming is authorised by the Head of Student Accommodation. The use of these premises may also involve contacting outside agencies such as the local Council or Police. You may also require additional insurance (seek guidance from your Head of School).

## **Outside Areas**

Outside areas on campuses do not generally require permission for filming; however before filming starts advice should be sought in the first instance from Security Control and also the Health and Safety Department.

## **Insurance**

Proof of insurance may be required for some filming depending on where the shoot takes place, who is involved and what 'props' may be involved.

## **Contact Information**

- **Health & Safety:** For information & advice on fire alarm isolations contact the Health & Safety Office (0131 455) 6377.
- **Room Bookings:** For information on the availability of classrooms contact Facilities Service Desk (0131 455) 5000.
- **Insurance Enquiries:** Your Head of School and Head of Procurement (0131 455) 6420.
- **Office use:** Contact the relevant departmental manager or administrator of the area concerned.
- **General Enquiries:** Security Services (0131 455) 6119.

## **Conclusion**

This information has been compiled as a start point to assist staff and students who wish to film on Edinburgh Napier University's premises as part of their university activities. Filming on premises not owned by Edinburgh Napier may have different rules and these should be checked before filming commences.