



# Filming at UVU

**All filming done on campus (including student filming) must be coordinated through the Event Services Office. Film crews can not use campus spaces to film without first receiving a filming permit from an authorized employee of Event Services.**

## Students

Students should first coordinate with their professor and their department administrator to reserve a space on campus for filming. The office administrator will submit a request on behalf of the student.

Once a request is received, a film request form will be sent to the student to be filled out. (Note that in order to complete the film request, a reference number from our scheduling system 25Live, is required).

Filming requestees should also be aware that not all locations on campus are available for filming. Filming request must be submitted at least **72 hours** in advance to allow enough time for the Event Services Office to receive the appropriate location approvals.

Filming Request Form: [https://uvu.qualtrics.com/jfe/form/SV\\_401c9szorj4CSbk](https://uvu.qualtrics.com/jfe/form/SV_401c9szorj4CSbk)

## External Groups

Any filming not associated with a class or UVU organization will first need to request a space to film via the External Request from found at **[uvu.edu/eventservices](https://uvu.edu/eventservices)**. This request must be submitted at least 10 business days in advance.

Once a request is received, a film request form will be sent to the requestor and additional information will be coordinated regarding the filming location.