

Guidelines for Filming at Jen Library

Location Approval

Per SCAD campus policies, photography and filming of any kind are not allowed in any library location without prior approval. Requests should be directed to the Operations Manager at least one week before the date of use.

Food and Drink:

- Food and drink may only be stored and consumed in room 100 by prior approval. If you would like to provide snacks as a part of filming, room 100 will need to be booked ahead of time. Approved snacks are bottled drinks with a lid and dry, packaged snacks (chips, cookies, etc.).
- Trash should be thrown out outside in the silver trash cans.
- Only bottled water with a lid is allowed throughout the rest of the library.

Use of Space:

- The library is a shared space. Filming may not disturb the normal operations of the library including classes, access to library materials, or students studying.
- Filming may take place in the common spaces of the library. Film crews may book room 100 for up to 8 hours. The computer lab, instruction classrooms, staff offices, and SCADnow may not be booked for filming.
- Access to stairs, elevators, and fire exits may not be blocked. Filming may not take place in the restrooms.
- HVAC and hallway lights will not be turned off for filming.
- Filming may only take place during the library’s operating hours.

Acknowledgment of conditions of use:

I acknowledge that I have read, understand, and agree to abide by the terms and conditions outlined in this document as a condition of filming at the Jen Library.

Signature of Film Crew Lead	Film Title	Date
Signature of Library Representative	Date	