

# RICE UNIVERSITY ON-CAMPUS PHOTO SHOOT & FILMING REQUEST

**Complete and submit a minimum of five (5) working days prior to required decision date.**  
Office of University Relations, (713) 348-6286, FAX: (713) 348-6751

Person or Group  
Making Request: \_\_\_\_\_

Contact: \_\_\_\_\_  
Name

\_\_\_\_\_  
Day Phone | Evening Phone | FAX Number

\_\_\_\_\_  
Mailing Address | ZIP

Name of Client: \_\_\_\_\_  
(If Commercial Usage)

Nature of Shoot: Please check appropriate boxes and provide complete details of intended usage (see [rice.edu/photo](http://rice.edu/photo)):

- |                                   |                                       |  |
|-----------------------------------|---------------------------------------|--|
| <input type="checkbox"/> Interior | <input type="checkbox"/> Still Photos | <input type="checkbox"/> Commercial                            |
| <input type="checkbox"/> Exterior | <input type="checkbox"/> Film         | <input type="checkbox"/> Feature Film/Documentary              |
| <input type="checkbox"/> Video    |                                       | <input type="checkbox"/> Print Advertising (List Publications) |
|                                   |                                       | <input type="checkbox"/> Broadcast Advertising (List Stations) |
|                                   |                                       | <input type="checkbox"/> News (Name Program and Network)       |
|                                   |                                       | <input type="checkbox"/> Charitable/Not for Profit             |
|                                   |                                       | <input type="checkbox"/> Individual/Bridal                     |

Details: Please include script or other detailed material as outlined at [rice.edu/photo](http://rice.edu/photo).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Requested Date(s): \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_

Requested Site(s): Please be specific. Refer to locations by building names and numbers on campus map ([rice.edu/maps](http://rice.edu/maps)).

\_\_\_\_\_  
\_\_\_\_\_

**People:** Please provide names and titles of all people who will come onto the campus for shoot.

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**Vehicles:** List and describe all vehicles to be brought onto campus. Asterisk (\*) those needed at the shoot site(s).

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**Location Fees:** Location fees for photographic use of Rice Campus

|              |                       |         |
|--------------|-----------------------|---------|
| Film/Video   | Full Day (5-10 hours) | \$2,000 |
|              | 1/2-Day (1-5 hours)   | \$1,000 |
| Still Photos | Full Day (5-10 hours) | \$ 1000 |
|              | 1/2-Day (1-5 hours)   | \$ 500  |

NOTE: Additional charges may be required for shooting outside normal staff hours and /or for unusual power, security, or site preparation requirements.

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Rice University Internal Use Only

Initial Inquiry: Date: \_\_\_\_\_ Time: \_\_\_\_\_ a.m. / p.m.  
Forms Sent: Date: \_\_\_\_\_ Time: \_\_\_\_\_  Email  Fax  Mail  Pick-Up

Documentation:      1. Insurance Certificate      Date: \_\_\_\_\_  
                                 2. Conditions for Use      Date: \_\_\_\_\_  
                                 3. Photo Shoot Request      Date: \_\_\_\_\_  
                                 4. Script/Copy      Date: \_\_\_\_\_

Routing:       PRES    F&E    RUPD    Other: \_\_\_\_\_

**Approval:**       Granted    Denied      **Date:** \_\_\_\_\_

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