

UNIVERSITY OF INDIANAPOLIS

Request to Film on University Property

Non-media related requests to film on University of Indianapolis property should be made in writing at least five business days in advance.

Name _____ Title _____

Email _____ Phone Number _____

Company Name _____ Company Address _____

Production Title _____ Dates(s) Requested _____

Production Type

____ Documentary ____ Feature Film ____ Public Broadcasting ____ Media/News

____ Commercial Video/Photos ____ Still Photography ____ Other: _____

Summary of your request to film on our University property

Production Needs

Requested location to film _____

Note: Filming/photography at locations such as all residence halls are prohibited.

Hours of use _____ Number of cast/crew _____

Number and type of equipment /vehicles _____

Other needs _____

Please email your proof of adequate insurance coverage/indemnity and this form to [Cyndi Carrasco \(carrascoc@uindy.edu\)](mailto:Cyndi.Carrasco@uindy.edu), General Counsel.