Video/Filming Guidelines

• Anyone seeking to video or film for commercial purposes on the campus of MTSU must contact the office of News and Media Relations for permission at news@mtsu.edu.

• Requestors must provide details about the nature of the filming, including days, hours and locations of proposed filming.

• Such filming by external clients typically requires an upfront location fee, proof of liability insurance; and a signed, non-negotiable University-approved contract before filming can take place.

• Indoor filming requests require review and approval from Event Coordination or through the appropriate scheduler. A list of campus schedulers can be found on the Event Coordination website. Approval is required to determine if preferred location is available at the proposed times and appropriate for the proposed use.

• Further charges may accrue if University personnel are required to be on site during filming as outlined in the contract.

• Requestors should factor in 10-14 days for obtaining approval, and approval is never guaranteed, particularly if involving filming on weekends or outside typical business hours.