Use of Institute name or likeness:
Any use of the names, marks, logos, trademarks, or campus icons of the Georgia Institute of Technology is governed by the Board of Regents of the University System of Georgia.

The Georgia Institute of Technology is an institute for higher education and research studies. The Institute is the custodian of buildings and grounds that have significant financial and aesthetic value. However, as a public university, the Institute recognizes its appeal as a resource for the state of Georgia’s film industry. As such, we have developed policies for safe and equitable use of the campus.

Film proposals will be reviewed for content by the Institute of Communications and Public Affairs. If the content is approved, the request will be forwarded to the Office of Capital Planning and Space Management for final approval. The CPSM administrators will meet with the film organizers to assess the following:

Dates and times of filming
Length of filming
Fees/deposits
GT License Agreement
Liability Insurance
Location Agreement
Legal review of Location Agreement
Site Inspection
Building Access
Equipment
Parking
Number of participants
Number of GT personnel required

Assessment Criteria/Fees

1. Please fill out the on-line application form.
2. Submit a copy of the film script.
3. Submit a $100 non-refundable deposit made out to the Georgia Institute of Technology to be deducted from total cost.
4. Submit a detailed filming schedule to the Office of Capital Planning/Space Management.
5. Film shoots on campus are $300 per hour for space use only. This does not include the cost of parking, security, facilities or other services rendered.
6. A 20% overhead charge will be included in the total cost of the invoice.
Please Note: Due to the significant student body on campus and an increase in classes and activities in campus buildings, filming can only be scheduled during the summer months or during spring break unless otherwise approved.

**On-Line Application for Use of GT Campus Space for Filming**

Today’s date:

Type of film project: Movie____ Commercial_____ other (explain):

Name of Organization requesting permission to film on GT Campus:

Contact person: ___________________________ Phone: ___________________________

Cell: ___________________________ Fax: ___________________________ email: ___________________________

Please provide phone/pager numbers that will allow quick contact.

Dates and times of film shoot:

Set-up dates and time:

Additional filming time is up to the discretion of the CPSM Department.

Are you affiliated with the Georgia Department of Film, Video & Music? If so, who is your contact at GDFVM:

Are you a non-profit organization? :

CPSM/Film shoots
11/06
Proposed location needs for this film:

Number of vehicles that need parking:

Number of film crew expected:

Make Note:
For information and permission to use the name Georgia Institute of Technology, Ramblin’ Wreck, Buzz the campus mascot or campus icons please contact the Institute of Communications and Public Affairs at 404 894-7042.

For more information on fees, contracts, and license agreements please contact Capital Planning & Space Management at 404 894-4802.

Tell us what we need to know: bldg use, parking needs, equipment, outdoor space use or anything else you need to tell us ahead of time (no surprises):
Please return completed form to Beverly Peace, beverly.peace@spaceplan.gatech.edu or Capital Planning & Space Management Lyman Hall, 225 North Avenue, NW Atlanta, Georgia, 30332-0690, office: 404 894-4802, fax: 404 894-3645