



THE UNIVERSITY OF TEXAS RIO GRANDE VALLEY
Request Form – Photography on Campus

Requestor Contact Information:

Business name (if applicable):

Street Address:

Street address line 2:

City: _____

State: _____ Zip Code: _____

Email Address: _____

Phone: _____

Type of project
(check all that
apply)

☐
☐
☐

Still photography
Video
Commercial Photography

☐
☐
☐

Film
TV
Non-Profit

Preferred date: _____

Preferred date (s): _____

Preferred Campus Location (check all that apply):

☐
☐
☐
☐
☐

Brownsville Campus
Edinburg Campus
Harlingen Campus
Indoor
Outdoor

Specific Location(s): _____

Number of people in crew:

Type of vehicles and number of each involved in shoot:

☐
☐
☐
☐

Vans
Personal cars
Trailers
Other

Brief description of project:



Request Form – Photography on Campus
Guidelines for Photography on The University of Texas Rio Grande Valley Campuses

1. All requests for commercial photography on campus must be directed to the Conference and Events Services Office. News and Media organizations can request accommodations through the Office of News and Internal communications
2. Any production company or independent entity photographing on campus must, in advance of production, register their activity and receive approval using the above Request Form.
3. Any production company or independent entity photographing on campus agrees to purchase, provide, and keep in effect during facility use term, and until move-out is completed, an insurance policy, or rider to an existing policy, with the UT Parties named as additional insureds, which will provide coverage in the amount of \$1,000,000 general aggregate for each occurrence, for personal injury (including death) and property damage insuring the User's contractual liability under signed Agreement. Such insurance shall be with an insurance company or companies and under forms of policy or policies reasonably acceptable to UTRGV. The following additional insurance coverages and amounts are also required of User for the Event:

Workers' Compensation	Statutory Limits, including waiver of subrogation in favor of UTRGV
Employer's Liability	\$1,000,000
Automobile Liability	\$1,000,000 combined single limit for any owned, non-owned or hired vehicles.

If the User is unable to provide general liability insurance, a temporary policy may be purchased by the User through the University Risk Management Tenants and Users Liability Insurance Policy Program ("TULIP") to cover for Commercial General Liability for the Facility Use Period. Premium costs are determined based on the nature of the event, the anticipated number of participants, and the number of days. User may not enter upon or use any Facilities until TULIP coverage is approved. UTRGV will provide the User with the Certificate of Insurance and the cost of the policy.

4. Location fees will vary depending on the campus and space desired, the size and scope of the production, and the number of days of filming or photography.
5. Any production company or independent entity photographing on campus must, in advance of production, provide UTRGV with the full amount of the agreed upon location fee. In addition, production company agrees to restore and repair university facilities and grounds to original condition after use, or to pay for such restoration and repairs.
6. Any production company or independent entity photographing on campus agrees not to use any UTRGV logos, signage or other identifying marks unless specific permission is granted in writing by the Office of News and Internal Communications.
7. In advance of production, any production company or independent entity photographing on campus will provide the university with a specific plan for the production, including dates, times, locations, number of crew, size and number of trucks and parking needs.
8. UTRGV reserves the right to withhold permission to film on certain areas of campus if production will disturb the ongoing academic and/or social activities of the university community.

I agree to abide by the rules and regulations outlined above:

Name Print:

Today's Date:

Signature:
