



STUDENT FILMING AGREEMENT

Effective April 2026

We're happy to provide space in the library for filming related to class projects. To help support a positive experience for everyone, please review the guidelines below so we can be on the same page about expectations. Once you've read and signed this agreement, please return it to the Library Administration Office (3rd floor), or drop it off at Access Services (1st floor) in an envelope addressed to the Admin Office.

Our Three Core Guidelines

1. **Leave the space as you found it.** Please return all furniture to its original location and clean up any mess on the floor or surfaces. The area should look the same after filming as it did before your crew arrived.
2. **Be mindful.** Make sure your group does not disrupt students who are studying nearby. This is especially important in designated quiet areas. Please review the [Library Code of Conduct](#) for additional guidance.
3. **Respect privacy.** You must obtain written permission from anyone who appears in your film and is not part of your crew. Please use the [SOU Publicity Release](#) form for this purpose.

After we receive and process your signed agreement, we'll contact you by email to confirm whether your requested date, time, and location are approved. Please submit this form **at least one week in advance** to permit sufficient time to review your request.

Primary Student Filmmaker Contact: _____

Signature: _____ Date: _____

Email: _____ Phone: _____

Additional Student Filmmakers (if applicable): _____

Proposed Filming Location: _____

Proposed Date and Time of Filming: _____

Course: _____ Professor: _____

Library Dean or Designee Signature: _____ Date: _____