



JESUS COLLEGE CAMBRIDGE

Policy on Filming in Jesus College

Individuals and organisations seek to film at the College for a variety of reasons:

- The College as a *set* for a feature film/TV series (as with Inspector Morse at Oxford)
- The College as a *subject* for a documentary
- A Member as an *interviewee*.

In many cases it may be necessary to consult the College's Media Engagement Policy and Freedom of Speech statement in addition to this policy.

While to the filmmaker, the College represents a fine set of buildings and traditions, it is also where we live and work. For this reason, Council applies a policy on permitting filmmaker access that is strictly applied.

All requests and enquiries should be directed to the Domestic Bursar and Communications Officer.

In all cases, the filmmaker is required to indemnify the College against any loss or liability.

1. The College as a feature film set

All requests to use the College as a feature film set must be presented to Council.

Council will assess the request on the grounds of:

- Intrusion risk
- Reputation risk
- Financial reward.

To assist Council, the Domestic Bursar will prepare a note which sets out:

- Individual or organisation conducting the film shoot
- Purpose
- Dates and times
- Building and internal facilities involved
- College members and staff involved
- Special requests
- Provisional numbers involved
- Fees to be paid.

The Domestic Bursar will ensure that the filmmaker indemnifies the College against all damage.

Fees will be negotiated by the Domestic Bursar in advance.

Following Council approval, the Domestic Bursar, Head Porter and Communications Officer will arrange the necessary support and supervision.

2. The College as a documentary subject.

All requests to film the College as the subject of a documentary will be submitted to the Domestic Bursar and Communications Officer, who will ensure that all necessary details are obtained and perform an initial scrutiny. They will then pass the request and recommendation to the Bursar, who will consult with Fellows, students and department managers as necessary before authorising.

The College community will be informed of any filmmaker presence.

The same risk factors apply as above. But in this case, the College will not seek to make a financial recovery in its fees, but merely meet costs. This will include automatically the allocation of a Porter to accompany the filmmaker at all times. The standard fee is £250 per half day; this fee will be reviewed every year. The Domestic Bursar will also levy charge for room use where applicable.

Permission to film the College community at work, at play or at prayer will not be given without Council consent. This includes proposals to film individual Members over extended periods.

Any intention to interview or film students or staff must be cleared in advance with the Domestic Bursar and Communications Officer, who will ensure that there are individual permissions and adequate briefings.

The level of professionalism and way of working varies widely across production companies.

3. The Member as interview subject

College members should refer all film interview requests to take place in College to the Domestic Bursar and Communications Officer. The Domestic Bursar will ensure that there is no impediment to filming on the chosen date/time. Should there be a wish of the filmmaker to add stock shots of the College, this should be pre-arranged. On no account should crews be left to wander around the College.

If no support is needed by the College, no fee is levied for this type of filming.