

## Code of Conduct, Filming Agreement and Location Release Form Humber College Lakeshore Campus

*Producer must allow 3-5 business days for processing.*

*Please note: Alternative formats of this agreement can be arranged upon request as stated by the AODA.*

### Code of Conduct

The producer and their parties agree to abide by the following code of conduct:

1. Producer and team agree to act in a manner reflective of the values of Humber College. As students of the college you are expected to act in a manner that respects the rights, safety and wellbeing of others, as well as the integrity of the college.
2. Producer agrees that any representation of Humber College and/or the Humber College brand be done in a respectful manner. The use of the Humber College brand is subject to approval from the Humber College marketing department. Producer acknowledges the history of the campus and agrees that any filming depicting the history of Humber College be done in a respectful manner.
3. Producer agrees to leave the Property (Humber College Lakeshore Campus) in as good condition as when received, reasonable wear and tear from uses excepted. Producer agrees to use reasonable care to prevent damage to the Property, and will indemnify and hold Owner harmless from and against any claims or demands arising out of or based on personal injuries or property damage, (ordinary wear and tear excepted,) suffered by such person(s) resulting directly from any act of negligence on Producer's part in connection with the work.
4. Filming may not disrupt any scheduled classes. Producer agrees to take steps to minimize any disturbances to nearby classes as a result of filming.
5. Producer agrees to post warnings around film location explicitly stating filming times, if necessary.
6. Due to FIPPA, written permission via release form must be obtained for any filming that is done in a public space with recognizable background persons. The Producer must ensure proper release forms are signed.
7. Producer agrees to adhere to the Humber College Human Rights Policy:  
(<http://www.humber.ca/policies/human-rights-policy>)

8. Producer agrees to adhere to the Humber College Student Code of Conduct: (<http://www.humber.ca/policies/code-student-conduct>)

### Agreement

1. All rights of every nature whatsoever in and to all motion pictures, video, still pictures and sound recordings are owned by the Producer and its successors or licensees. Humber College, or other party having interest in the Property, shall not have any right of action against Producer or any other party arising out of any use (with exception to point 2 in the agreement) of the motion picture, video, still pictures and sound recordings.
2. Humber College reserves the right of action against the Producer and associated parties arising out of any use of motion picture, video, still pictures and sound recordings that are claimed by the college to be defamatory, untrue or censurable in nature in regards to Humber College, its brand and history.
3. In no event shall Humber College have the right to enjoin the development, production, distribution or exploitation of the Picture.
4. Filming permit is offered free of charge to students unless otherwise noted by Humber College. Any charges shall be determined by Humber College. Should charges be determined, the Producer will pay said charges to Humber College, as a complete and full payment for use of the location, as outlined in this agreement. All charges are paid upon completion of work, unless otherwise agreed. Producer is not obligated to actually use the property or include material photographed or recorded in the final Picture. Producer may at any time elect not to use the Property by giving Humber College 24 hour's written notice of cancellation, in which case neither party shall have any obligation.
5. The Producer is NOT allowed to move any structure/equipment or change the location unless discussed prior to filming. Equipment within Humber filming locations are costly to repair or change, only Humber staff is allowed to move the equipment accordingly.
6. In the event that the location requires security monitoring, the Producer agrees to hire a security guard from Primary Response Inc., at a rate of approx. \$20/hour + HST, for the duration of filming. A four hour minimum is required. All charges are payable on completion of work, and will be invoiced directly to the Primary Location Manager. A 24 hours written notice must be given for any cancellations. The Office of the Principal will help facilitate this request.
7. Upon the respective Humber College employee reviewing and signing this agreement, Humber College Lakeshore Campus hereby irrevocably grants rights

to the Producer and his/her employees, and associates, the right to enter and remain upon and use the property, both real and personal, located at Humber College Lakeshore Campus (3199 Lake Shore Blvd West, Toronto ON) for the purpose of photographing (by means of film, video, sound recordings and/or still photography) the premises.

8. Any credit listings must thank the college and list it as: Humber College Institute of Technology and Advanced Learning, Lakeshore Campus.
9. Upon approval of this form the following departments will be notified of the filming request by Humber College support staff:
  - a. Security
  - b. Facilities
  - c. The specific department/school where filming will be done.
10. **Please complete this form and email it to Bianca.Scotland@humber.ca. Process may take a few days.**

Location Release Request Application

Production Title:

Production Company:

Producer:

Email:

Student #:

Cell:

Name of Program Coordinator:

Requested Film Location – Room Number *(Please refer to attached maps below and be as specific as possible)*:

Date of Filming (mm/dd/year):

Time of Filming:

Will Union Talent be used for filming? *(If yes please list names under additional information)*

Yes

No

Does your filming involve or make reference to the Humber College brand?

Yes

No

Does your filming involve violence depicted on screen?

Yes

No

Does your filming involve use of replica weapons?

Yes

No

If Yes, please explain further:

Complete the Location Release Request Application and email it to [bianca.scotland@humber.ca](mailto:bianca.scotland@humber.ca)

Does your filming involve sexual content?

Yes

No

If Yes, please explain further:

Number of Cast and Crew:

Names of Cast and Crew:

Will there be any external actors on campus for filming?

Number of external actors:

What is your film about?:

Office Concerns (*Leave Blank*):

Producer Signature

Date(mm/dd/year):

**Complete the Location Release Request Application and email it to  
bianca.scotland@humber.ca**

Course Faculty Signature:

Date(mm/dd/year):

Derek Stockley  
Principal Lakeshore Campus:

Date(mm/dd/year):

OR

Bianca Scotland,  
Assistant to the Principal

Date(mm/dd/year):

# Humber Lakeshore Campus EAST & WEST

