

Guidelines on Film Shooting at Learning Commons (AAB)

The making of audio or video recordings within the Learning Commons is subject to the following rules. All users should comply with all our policies and rules. For the purposes of these rules, “we” means the Learning Commons.

1. Only staff and students of Hong Kong Baptist University **with valid staff/student cards** are eligible to apply for filming or photo-shooting in the Learning Commons.
2. Application should be made to the Learning Commons with relevant documents **at least 5 working days in advance** of the proposed filming date by email (learningcommons@hkbu.edu.hk). Approval is required prior to any filming activities. Late application will not be considered.
3. Applicants must **inform the duty staff** at the service counter of Our Zone and present a hard copy of the **filming permit** or our staff may require any person forthwith to leave the Learning Commons.
4. Filming in the Learning Commons is only **allowed during opening hours** when our staff is on duty.
5. No nuisance, disturbance or inconvenience shall be permitted to be caused by the applicant to the operation of the Learning Commons or to other users.
6. The applicant must ensure that the filming or photographing will not cause any danger of personal injury.
7. The applicant shall not portray anything which damage the reputation of the Learning Commons.
8. To avoid an electric circuit overload, only battery-operated equipment is allowed (such as lighting equipment).
9. No camera track is allowed.
10. Special effect smoke is strictly forbidden.
11. Please show your consideration for other users. Do not create excessive noise during filming.
12. Please keep the Learning Commons clean.
13. The applicant shall take full responsibility for all charges incurred on premise damage or loss of the property due to the filming.
14. We are not responsible and do not assume any liability for any damage to or loss of the property or belongings of any crew members.
15. Please respect the privacy of your fellows and seek permission of those who may be included in the recordings in advance. The applicants will be solely responsible for any potential legal responsibility.
16. We accept no responsibility for any dispute between applicants and any third party involved caused by the filming.
17. Applicants should **return the approved filming area to its original condition** to the satisfaction of our staff after use. Applicants are allowed to leave the Learning Commons only after our staff has confirmed that the venue is in order. We reserve the right to dispose of any items left in the Learning Commons.
18. Please ensure that all our policies and rules and Fire Services Ordinance are observed.
19. We reserve the right to suspend any filming and/or to require the crew to leave the Learning Commons at any time.

If the applicant should fail to observe any of our policies and rules, the Learning Commons shall be entitled to withdraw the filming permission without giving any prior notice. Failure to comply will be subject to penalty and/or University disciplinary action.

Application Form for Film Shooting at Learning Commons (AAB)

Name of Department/Office: _____

Name of Contact Person: _____ Staff / Student No.: _____

Tel. No.: _____ HKBU E-mail: _____

Date of shooting: _____ Time Period: _____

Area of shooting (please also mark clearly on the floor plan): _____

No. of Crew Members: _____ Relevant Course Code (if any): _____

Please provide a brief description of your project: _____

- I have read the “**Guidelines of Film Shooting at Learning Commons**” and that I abide by the guidelines and procedures in addition to the Learning Commons Rules and Regulations.
- I will be responsible for any possible damages to all property due to the filming.
- I have attached the extract of the script.
- I am not using the photographs/videos/films for any non-academic/educational purposes.
- I have attached the list of crew members.
- I have attached the floor plan with marked shooting area.
- I will submit a copy of photographs, videos or films upon Learning Commons’s request.

Signature of Applicant: _____ Date: _____

Office Use Only

Approved / Not Approved

Learning Commons

Date

Remarks: _____

List of Crew Members (for staff and students):

Full Name	Staff / Student ID	Department
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		

List of Crew Members (for non-HKBU visitors):

Full Name	Organization	HK ID (first 4 digits)
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		

Area of shooting:

