

Visual and Sound Productions by Students

Policy Statement: This policy clarifies the circumstances under which photography, film, visual, sound, and/or recording productions may take place on property owned, leased and/or controlled by California State University, Sacramento by currently enrolled students.

Who the Policy applies to: Students engaging in filming, photography, and/or recording production on property owned, leased, and/or controlled by the University by any means on any media now known or that may be invented in the future including, but not limited to, videotape, digital disk, film, or electronic transmission to the Internet or other mediums. This policy applies to individuals using personal or professional devices recording and/or capturing images and/or sound to be shared on monetized social media or internet accounts or webpages (such as YouTube channels).

Why the Policy is necessary: The purpose of the policy is to minimize disruption, promote the safety of the University community, and determine when and how the University's premises may be used for external filming, photography, and productions on property owned, leased, and/or controlled by the University.

Responsibilities: Student Affairs maintains oversight of this policy. To ensure policy procedures are adhered to, Student Affairs will work in conjunction with campus departments, including, but not limited to: Risk Management Services, Sacramento State Police Department, Space Management, University Counsel, and the Office of the President.

I. DEFINITIONS:

- A. "Production"- The act of photographing, filming, videoing, digital imaging, or the transmission of visual or audio signals in any form or format now known or hereafter developed, whether for live or delayed broadcast, electronic transmission, or streaming or posting to monetized websites or social media on property owned, leased and/or controlled by California State University, Sacramento ("Sacramento State" or "University"). This includes projects and assignments for classes.
- B. "Location(s)"- Specific area or areas on premises owned, leased and/or controlled by Sacramento State to be used in the Production.

II. GENERAL POLICIES APPLYING TO ALL PRODUCTIONS

Sacramento State's primary mission and academic priorities are taken into consideration when approving film, visual, and sound productions at Sacramento State. The following policies apply to currently enrolled students at Sacramento State.

- A. Productions shall not interfere with the normal operations of Sacramento State. ([California Code of Regulation Title 5 Section 41301.b.4](#))
- B. Any use of amplified sound must be in compliance with the University policy on [Time, Place & Manner Restrictions on Speech and Speech-Related Activities](#).

- C. Productions shall not place the safety of the campus community at risk or be harmful to others. (Title 5 Section 41301.b.7)
- D. If specific space is needed for Production, a reservation must be completed through the Office of Space Management. (Title 5 Section 41301.b.2)
- E. Whenever possible, Productions shall be scheduled on weekends and during vacation periods to minimize disruption to normal campus activities.
- F. Productions must not violate any local, state, or federal law or University policy. (Title 5 Section 41301.b.16 & 41301.b.18)
- G. Productions may not make alterations, place or attach any fixtures, signs, or equipment in, about or upon University property unless approved in advance by University Communications. After a Production is completed, the producers must renew or restore property to its prior condition. Any damage to University property caused by the activities of the Production Company shall be paid for by the Production Company upon a presentation of an invoice from the University. (Title 5 Section 41301.b.12)
- H. The University requires compliance with all federal and state laws regarding safety (~~including compliance with Title 19 of the California Code of Regulation concerning special effects~~) and all CSU policies governing use of the premises. (Title 5 Section 41301.b.13, 41301.b.18 & Title 19)

III. CONTENT RESTRICTIONS

The ~~following~~ types of content listed below are generally disallowed by California Code of Regulations Title 5 Section 41301, although exceptions may be made for academic-related projects with prior approval of the faculty member of record and University Administration, including the approval of the appropriate College Dean (or designee), ~~require the approval of the University Chief of Police,~~ Director of Risk Management, ~~University Communications, University Counsel,~~ and the University President. The Director of Risk Management and President may consult with others, including University Police Department and University Counsel in the course of their reviews. ~~If it is discovered that they are such content is included in the Production without prior approval, the University will consider the violation to be grounds for immediate withdrawal of permission to film and production can be stopped by the University Police Department:~~

1. depiction of nudity, whether total or partial; (Title 5 Section 41301.b.6)
2. depiction of actual or simulated sexual acts; (Title 5 Section 41301.b.6)
3. implied or actual alcohol, tobacco or drug use; (Title 5 Section 41301.b.9 & 41301.b.10)
4. depiction of violence or other conduct that violates University policy. (e.g., sexual harassment or assault); (Title 5 Section 41301.b.7)
5. pyrotechnics; and/or (Title 5 Section 41301.b.13)

6. activities involving a weapon (including, but not limited to, guns or knives) (Title 5 Section 41301.b.13)

These restrictions apply to all student productions, whether on- or off-campus (Title 5 Section 41301.d).

To obtain approval, student must provide a copy of script, statement of protocols to ensure safety of participants and potential observers, copies of releases, and must be prepared to satisfactorily answer questions that could arise at any level of review.

Production may not begin on scenes with restricted content until approval has been granted at all levels.

Approval is not require for students seeking to engage in filming or sound productions that do not include the above types of content.

IV. VIOLATIONS

If it is discovered that prohibited content is included in a Production without prior approval, the University will consider the violation to be grounds for immediate withdrawal of permission to film and production can by stopped by the faculty member, Dean of Students, or University Police Department.

Violations must be reported to the Dean of Students. Students in violation of this policy may be subject to a Student Conduct Code review and possibly subject to disciplinary action including, but not limited to, expulsion, suspension, or probation.

3 **ATTACHMENT A**
4 **REQUEST FOR RESTRICTED CONTENT ON STUDENT PRODUCTION**

5
6 Please complete the top box of material and append a copy of the script, a description of the protocols that will
7 be used in the production to ensure the safety to participants and observers, and copies of the releases for
8 participants. Students are responsible for routing the documents through the various offices. It is imperative that
9 sufficient lead time is given as each review could take several days.

10
11 Upon receipt of your request, we will contact you to schedule a walk-through and follow-up meeting.
12

Student Director Name:	SID:
Project Title:	
Affiliated Course:	
Professor of Record:	
Student Phone Number:	Student Email:
What type of project is this? (i.e. feature film, documentary, sound production):	
Describe Nature of Restricted Content Requested:	

13

14

15 **REQUEST FOR RESTRICTED CONTENT ON STUDENT PRODUCTION**
16 **Approval Form**
17

Student Director Name:	SID:
Project Title:	

18
19 Faculty Advisor Name: _____ Approved Not Approved:

20 Signature: _____ Date: _____

21 Comments:
22 _____

23 Dean Name: _____ Approved Not Approved:

24 Signature: _____ Date: _____

25 Comments:
26 _____

27 Risk Mgmt Director Name: _____ Approved Not Approved:

28 Signature: _____ Date: _____

29 Comments:
30 _____

31
32 President: _____ Approved Not Approved:

33 Signature: _____ Date: _____

34 Comments:
35