

University of Hawai'i
Application for Use of Facilities for Commercial Filming

1. Application for use of University of Hawai'i (UH) facilities for commercial filming must be submitted two weeks in advance of requested filming date.
2. Applicant must submit a current Certificate of Insurance naming the University of Hawai'i as an additional insured in the minimum amount of \$1,000,000 combined single limit coverage for bodily injury and property damage; and minimum \$1,000,000 combined single limit automobile liability coverage for any vehicles driven onto UH property. UH reserves the right to request additional insurance coverage.
3. Applicant is responsible for payment of non-refundable administrative processing fee of \$150.00 at time of application to the University of Hawai'i and other filming-related expenses as determined by UH campuses, which will be agreed upon in advance and invoiced after filming is completed.
4. Application, Certificate of Insurance and administrative processing fee must be sent to UH Public Relations and Special Events office, 2444 Dole Street, Bachman Annex 6, Honolulu, HI 96822. License to film will not be processed until completed application, Certificate of Insurance and processing fee are received.
5. Licensee understands that the facilities of UH are subject to use associated with the educational, recreational, research and other related student programs of the university.
6. Licensee agrees that its filming operations will not interfere with university activities on its premises. If UH, in its sole discretion, determines that Licensee's filming operations do so interfere with university activities, licensee will be required to discontinue such operations immediately until further notice from UH.
7. If applicant is a corporation, authority to sign on behalf of the corporation must be attached.
8. Copies of any location release or other documentation that the university may be asked to execute.*
9. Specific approval is required for any use of university logos, trademarks, signage, recognizable campus buildings, and/or landmarks. If the applicant intends to request such approval, the application must describe the proposed use in sufficient detail for the university to evaluate the request.
10. Processed application will take 10-15 business days. A broadcast representative from the University of Hawai'i will contact applicant when license is ready for pick up. Licensee must have a copy of the license during the time of filming on UH property.

Applicant: _____
Address: _____
City/State/Zip: _____
Contact Person: _____ **Title:** _____
email: _____ **Phone:** _____

Facility(ies)/Location(s) requested for use (be specific-show area needed for filming; attach sketch, if necessary):

Requested Date(s)/Time(s):

First Choice: _____
Second Choice: _____

Equipment Involved:

No. of Vehicles: _____ **No. of persons on location (cast, crew, etc.):** _____

CERTIFICATE OF INSURANCE ATTACHED	_____ YES	_____ NO
LOCATION RELEASE ATTACHED	_____ YES	_____ NO
REQUEST TO FILM UH LOGO/TRADEMARKS	_____ YES	_____ NO

Brief summary of actions to take place (including how trademarks/logo/signage/recognizable buildings and/or landmarks will be filmed):

Budget:\$ _____ **Hawai'i expenditure:**\$ _____

Applicant Signature: _____ **Date:** _____

Title: _____

*Note: The university generally prefers to incorporate any necessary location release or other provisions into the university's License for Use of University of Hawaii Real Property rather than executing multiple documents. A sample of license provisions can be found at <http://www.hawaii.edu/news/filming.php>.