

Film and Photography Student Risk Management Checklist and Application for General Liability Insurance

Instructions: Please submit completed form along with your instructor's signature to Risk Management, George Eastman Building Room 4000, Fax 475-7950 or email vdrrmss@rit.edu.

1.	Student's Name:
2.	Student's RIT email address: University ID #:
3.	
4.	
	Filming/Photo shooting Location(s):
	Insurance Requirements: (Please attach a copy of the contract (if any) and the venue's
	insurance requirements)
	Name of certificate holder/venue owner:
	b. Address: c. Requested limits of insurance:
	c. Requested limits of insurance:
	d. Additional insured status requested? Yes No
	Dates filming/photo shooting to take place at venue:
1.	If filming/photo shooting in Monroe County Parks have you submitted a Special Use Permit
	Application and received a Permit? Yes No Submitting instruction can be found here: https://www.monroecounty.gov/parks-forms.
Ω	Brief description of film (attach additional pages if necessary):
Ο.	blief description of film (attach additional pages if flecessary).
10	Does the filming/photo shoot involve nudity and/or sexual scenes? Yes No: . Does the filming/photo shoot involve replica fire arms and/or weapons? Yes No: . Faculty approval:
	Faculty signature Date
	Print Name
	ease take note of the risk management requirements on the following page and contact Risk anagement at 475-2040 if you have any questions or concerns.
	cknowledge that I have read the Film and Photo Student Risk Management Checklist and ree to abide by the requirements listed.
	Student's Signature Date
	Print Name

Film and Photo Student Risk Management Checklist

- 1. Avoid filming from heights.
- 2. Avoid the use of hazardous substances including, but not limited to, explosives and chemicals.
- 3. If you plan to use a replica fire arm and/or weapon, please consult with your faculty advisor who, in turn, will consult with RIT Public Safety. Note: It is a violation of RIT policy to possess any weapon, firearm, or other dangerous instrument, as defined in the New York State Penal Law, Article 265.00, on the premises owned or controlled by RIT.
- 4. Permission must be granted by local authority having jurisdiction for open flames. Appropriate fire extinguisher(s) must be at the location, if permission is granted.
- 5. Always use prescribed safety apparatus to fit the circumstances.
- 6. Follow all applicable laws, statues, rules and regulations.
- 7. If you plan to include Nudity and/or Physical Intimacy in your Films/ Photo Shoots, you must consult with your faculty advisor and comply with all applicable RIT Policies and procedures. The involvement of Nudity and/or Physical Intimacy in your Films/Photo shoots could require the hiring of an Intimacy Coordinator. Note: Minors are not allowed to participate in Films/Photo Shoots involving Nudity and/or Physical Intimacy.
- 8. Secure formal permission from the owner of any property being used.
- 9. Secure written approval to use public individuals, logos, etc., as part of the production.
- 10. All RIT equipment should be stored and transported with proper security and handled responsibly (i.e. cameras locked down, light and grip stands sand bagged, power requirements calculated against the available circuit load, etc.)
- 11. Remember that you represent RIT when you are filming in the community and your actions reflect on the University. Always conduct yourself appropriately and professionally.