

Filming On Campus: Terms and Conditions

Monash University Malaysia requires explicit written permission for all film, photo, and video shooting on University property done for commercial purposes. The Marketing & Future Students office is the designated office for receiving requests to film, coordinating their evaluation, granting or denying approval, and coordinating University support for approved activities.

1.0 Definitions

“Filming” for purposes of this policy means all film, photo, and video shooting on University property done for commercial purposes by individuals or organisations who are not employed by or agents of Monash University Malaysia.

“Campus” means all real estate under the control of the University, regardless of location.

1.1 Exceptions

This policy does not cover filming for the following purposes:

- a. Journalism: filming for legitimate news-gathering purposes by the news media
- b. Personal use: filming for personal, non-commercial use
- c. Academic use: filming by students and schools for academic purposes, including research, creative or scholarly work, or teaching and learning.

Nevertheless, filming for these purposes may be subject to reasonable and appropriate restrictions imposed by the University for legitimate reasons, such as to preserve safety or maintain public order, to protect personal privacy, to avoid disruption to the University’s academic activities and official business, to comply with the government law, or to honor contractual obligations to a speaker or performing artist.

1.2 Requirements

- All requests must be submitted via monash.edu.my/filming-on-campus. Filmmakers need to submit the form minimum 7 days before the preferred date of filming.
- Filming will not be allowed at times and in places where it would be disruptive to the academic process, student life, and/or patient care. As a matter of general practice, the University does not allow commercial filming during final exam periods; in residence

halls, dining facilities, libraries, and clinical care settings; or in places where public access is restricted for reasons of safety and security.

- The University's name, crest, marks, signature colours and images, prominent individuals and locations, and athletic uniforms may not be filmed without express written permission.
- Those requesting permission to film must submit the final script, treatment, storyboards, or similar materials describing the project in detail for prior approval by the University. The film, as finally produced and distributed, must be consistent in all material respects with the script, treatment, storyboards, or similar materials on which the University based its decision.

1.3 Rights and responsibilities

The University reserves the right to restrict filming of a lecture, concert, theatrical production, or similar event under the terms of a contract with the speaker or artist.

- The University has the right to deny filming requests if, in its sole judgment, the project conflicts with the mission and values of the University, portrays students or schools in a negative manner, or is derogatory to higher education. Examples of subject matter that may be rejected are excessive violence, abuse of alcohol and drugs, nudity, racism, sexism, and obscenity.
- The University reserves the full right to claim compensation for any damage to its property caused by external filming production crews. The assessment and determination of damage, and any associated costs for repair or replacement, will be made at the University's sole discretion. All production crews must comply with this policy and may be held liable for damages as deemed appropriate by the University.
- Permission to film does not constitute implied or explicit endorsement of the film or its content.
- The University may require filmmakers to reimburse it for services rendered in connection with filming, such as parking, security, food service, and staff time. The Marketing & Future Students office will establish these costs at the time of approval.
 - The University cannot guarantee that on-campus parking will be available.
 - Production vehicles and staff are allowed to park only in the areas agreed upon prior to filming.
 - Vehicles cannot obstruct public streets or University traffic.
 - The production company is required to disclose loading and unloading needs so that the University can approve a schedule prior to filming.
 - No vehicles can be placed on University grounds without prior approval from the University.

- The University reserves the right to revoke permission to film on its property at any time, without recourse, if in its judgment the filming is in conflict with the terms and intent of this policy.
- The production company must create and place signs around the location to advise guests, visitors, students, and employees in advance that they may be photographed, filmed, or otherwise appear on camera.
- The University reserves the right to eject any crew members or persons in any way connected with the production company for displaying behaviour that is deemed disruptive to the operation of the University. Such instances include being offensive in language or behaviour to students, schools, staff, administrators, or University guests.
- Unless the production company has obtained prior written approval, they will not be permitted to identify Monash University Malaysia as the fictitious location either directly or indirectly.
- The University may assign staff to oversee the film crew's activities on campus. Those staff will have full discretion to enforce any and all aspects of this policy in the manner they deem appropriate.

1.4 Modifications and instructions

- Film crews may not remove University-owned objects on location without prior approval from the University.
- Film crews may not drill, nail, glue, or alter any campus property without prior permission from Monash University Malaysia.
- If permission is granted, the production company is responsible for returning modified property to its original state unless other agreements have been made with the University.
- All temporary construction must be conducted in a manner that does not damage University property or endanger school, staff, students, or visitors.
- The production company must obtain prior approval from the University before constructing any building facades or other set materials that could obstruct fire lanes or affect the safety of pedestrians or building occupants.
- Electrical needs:
 - All electrical needs must be presented to the University in advance of the project.
 - The University will decide on the proper placement of generators on location.
 - If electricians or alterations are required, the University may charge appropriate fees.