

# FILM VIEWING REQUEST

Please complete and submit this form with a **Space Request Form** for all campus events at which films will be presented. Film activities that are presented by faculty for their class meetings should be scheduled through the Office of the Registrar. The intent of this form is to capture all relevant information related to the nature of the event in order to ensure compliance with U.S. copyright laws.

**Host Department/Organization** \_\_\_\_\_

**Date(s) and Time(s) of the film:** \_\_\_\_\_

All spaces scheduled through University Event Scheduling (UES) are considered public event spaces. All film showings, regardless of format, require copyright permission in the form of a license or certified permission from the copyright holder. UES may be permitted in limited circumstances to grant exceptions based on the answers given to the following questions:

**1) Please describe, in detail, what film(s) you intend to show for your event**

**Title(s):** \_\_\_\_\_

**Type of film (check all that apply):**

- Feature Film (US)       Feature Film (list country of origin) \_\_\_\_\_  
 Documentary (US)       Documentary (list country of origin) \_\_\_\_\_  
 Other (please describe) \_\_\_\_\_

**2) What is your group's purpose for showing the film(s)? (check all that apply)**

- Social/Entertainment     Fundraising     Raising social/political/religious awareness (please explain):  
\_\_\_\_\_  
 Other purpose (please explain): \_\_\_\_\_

**3) How will you obtain the copies of the film(s)?**

- Film Distribution Company (please name) \_\_\_\_\_  
 AU Library     Other Source (please name) \_\_\_\_\_

**4) Please specifically describe the amount of each film you are showing (e.g. how many minutes?)**

- Entire film       More than ten film segments (length of segment) \_\_\_\_\_  
 5-10 film segments (length of segment) \_\_\_\_\_       1-5 film segments (length of segment) \_\_\_\_\_

**5) Do you plan to charge admission or collect donations for this event? If so, how much?** \_\_\_\_\_

**6) Besides showing the film, do you plan anything else for your event? (e.g., group discussion, faculty talk)? Please Describe:** \_\_\_\_\_  
\_\_\_\_\_

*Please Note: Space for this event may be granted on a tentative basis, in order to provide you with time to secure the rights to show the film publicly. Before a final confirmation is give, UES will need a copy of the purchase order number, contract, or letter of agreement granting copyright permission.*

**Signatures**

*By signing below, I agree to abide by all University Center and campus regulations regarding the use of space and I agree to restore the space to an orderly condition for the next user. I also recognize that this is not a confirmation & that I should not advertise this event until I have received a confirmation from University Event Scheduling.*

\_\_\_\_\_  
Authorized Dept./Organization Rep.      Date

\_\_\_\_\_  
Student Organization Advisor      Date