

## Video/Filming Guidelines

- Anyone seeking to video or film for commercial purposes on the campus of MTSU must contact the office of News and Media Relations for permission at [news@mtsu.edu](mailto:news@mtsu.edu).
- Requestors must provide details about the nature of the filming, including days, hours and locations of proposed filming.
- Such filming by external clients typically requires an upfront location fee, proof of liability insurance; and a signed, non-negotiable University-approved contract before filming can take place.
- Indoor filming requests require review and approval from Event Coordination or through the appropriate scheduler. A list of campus schedulers can be found on the [Event Coordination](#) website. Approval is required to determine if the preferred location is available at the proposed times and appropriate for the proposed use.
- Further charges may accrue if University personnel are required to be on-site during filming as outlined in the contract.
- Requestors should factor in 10-14 days for obtaining approval, and approval is never guaranteed, particularly if involving filming on weekends or outside typical business hours.