



## PHOTOGRAPHY & FILMING APPLICATION FORM

Anyone wishing to photograph or film (videotape) inside the Longhouse or Xwi7xwa Library, including their grounds, for marketing, recruitment, public relations or other business purposes needs permission from the First Nations House of Learning.

To request permission, complete this application form and send it to Christine Wasiak, Longhouse Building Manager, [cwasiak@fnhl.longhouse.ubc.ca](mailto:cwasiak@fnhl.longhouse.ubc.ca), at least one-week in advance of your preferred date.

**Note:** Photographing and videotaping events strictly for public information (e.g. newsletter) or internal documentation purposes (e.g. reports), including personal use, can be conducted without permission.

**Enter your information in the following form fields.**

### A. Applicant Information

1. Name: \_\_\_\_\_

2. Title: \_\_\_\_\_

3. Organization (or affiliation): \_\_\_\_\_

4. Mailing Address: \_\_\_\_\_

5. Telephone: \_\_\_\_\_

6. Email: \_\_\_\_\_

### B. Proposal

1. This application is for: Photography      Filming (videotaping)      (choose one or both)

2. Provide details of the areas of the Longhouse or Xwi7xwa Library, including the grounds that you intend to photograph or film.

3. Provide a detailed proposal of how images or footage of the Longhouse and/or Xwi7xwa Library will be used. **Note:** Copy of proofs or footage may be required prior to production, publication or release.

4. Requested date(s) and time(s) for photography or filming (include set up and clean up time):

Date(s): \_\_\_\_\_

Time(s): \_\_\_\_\_

Alternate date(s): \_\_\_\_\_

Alternate time(s): \_\_\_\_\_

### **C. Terms & Conditions**

1. The First Nations House of Learning (FNHL) is the custodian of the Longhouse, including Xwi7xwa Library, and the original artworks associated with them, thus it reserves the right to restrict how they are depicted in images and film (video).
2. FNHL staff must approve the proposed use of images and film (video) associated with the Longhouse to ensure their images are not used in a manner inconsistent with the FNHL's mandate or the artists' intention. Therefore, photography and video recordings for marketing, recruitment, public relations or other business purposes need to be assessed and permitted. Third parties associated with your event are required to seek permission separately.
3. FNHL reserves the right to reject proposals that do not fall within its mandate or could be construed as being disrespectful, misrepresenting or unduly appropriating or commoditizing the building and its artworks. Copy of proofs or footage may be required prior to production,

publication, or release.

4. Photographing and videotaping individuals or models for business purposes require their written consent. Securing their consent is your responsibility. To learn more, and to obtain UBC consent forms, see this [FAQ](#).
5. In addition to gaining permission to use the First Nations Longhouse, UBC has its own guidelines for commercial filming and photography on campus. To learn more, visit [here](#).
6. UBC Film Students: see campus [guidelines](#).
7. Approval is not granted until this form has been signed by the Longhouse Building Manager or designate.
8. Permission is granted for one-time use only. Additional use related to this application can be requested from the Longhouse Building Manager or designate. A copy of proofs or footage may be required prior to additional permission being granted.

## D. Agreement

### 1. Applicant

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_  
(Digital signature recommended)

Date: \_\_\_\_\_

### 2. First Nations House of Learning

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_  
(Digital signature recommended)

Date: \_\_\_\_\_

Version: November 2017