

CAMPUS FILM USE REQUIREMENTS AND PROCEDURES

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1. A recognized student organization or university department desiring to show a film must first schedule a university facility by contacting the Scheduling Center in 319 Clark Hall (724-357-2217). The organization or department is expected to comply with the policy for scheduling university facilities as provided by the Scheduling Center.
 2. Minimally fifteen work days before using the scheduled facility, the organization or department shall be directed to the Center for Multicultural Student Leadership and Engagement (MCSLE), 128 Elkin Hall, and shall provide a copy of the completed scheduling form as well as documentation of film rental or purchase, or confirmation of use of a university-owned film, to a representative of MCSLE.
 3. All organizations or departments showing a commercial film that is rated by the Motion Picture Code and Rating Administration must advertise the film rating and any admissions restrictions. This information must also be visibly posted at the room entrance at the time of the showing. The sponsoring recognized organization or department must maintain responsibility for requesting proof of age at the room entrance and enforcing the rating guidelines.
 4. Admission to on-campus film showings is limited to IUP faculty, students, staff, and their guests. Appropriate identification should be required at the door.
 5. At least one (1) identified member of the sponsoring organization or department must be present at all times during the showing of the film.
 6. All advertising must include the name of the film, where it is being shown, the show date(s) and time(s), admission charge(s), MPAA rating, and the name of the sponsoring organization or department. Generally, off-campus advertising is prohibited by film distributors. In cases where off-campus advertising is desired, written permission from the film distributor will be required and must be presented to a representative of the Center for Multicultural Student Leadership and Engagement.
 7. Failure to follow these use requirements and procedures may result in forfeiture of the use of university facilities. The Center for Multicultural Student Leadership and Engagement will determine and notify the Scheduling Center and the organization or department of such forfeiture. If forfeiture results, the recognized organization or department may ask the Vice President for Student Affairs or his/her designee to review the decision.
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