



Film Screening on Campus Procedure

Document Information

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Film Screening on Campus

To be able to screen a film to an audience on campus a license is required. The University holds two licenses for commercial and non-commercial screenings. To use the University license to compliantly to screen a film the following procedure must be followed. Noncompliance may be a breach of current intellectual property and copyright legislation and may lead to **both** the organisers and University being liable in any legal action brought by the rights holders.

Request to screen a film to an audience must be made four weeks before the intended screening. This is to allow for checks with the license providers, additional applications for special approvals and technical arrangements.

The film **must** be listed on the licence providers website [www.filmbank.com]

In addition, it must **not** be listed as TITLES TEMPORARILY IN MORATORIUM

[<https://www.filmbankmedia.com/about/holdbacks-special-permission-titles/>]

If the film is listed as **Permissions Required**, it will require use of the Universities commercial screening license and will incur a minimum cost of £83 to screen. This to be made to the AV unit in advance pending approval from the license company. Payment to be transferred to :

Budget Code: CA-CS1AVR

There are two types of licenses available:

Public Video Screening Licence (PVSL)

No advertising / no admission charger

Single Title Screening Licence (STSL)

Advertising allowed / admission charges allowed / additional license fee required (min £83)

The licenses have different purposes. If the intention is to screen a film to a small audience as part of a club or society then use of the PVSL is available. The license fee has already been paid by the University and can be used so long as the following criteria is followed:

PVSL:

- The film **must** be listed on the licence providers website [www.filmbank.com]
- it must **not** be listed as TITLES TEMPORARILY IN MORATORIUM or as Permissions Required
- The film must be played using an official DVD or Blue ray (either self-obtained or hired from the license company for an additional fee)
- Streaming of content is prohibited
- The event is not publicly advertised (society/club members may be informed)
- There is no admission charge
- It is held on campus
- All attendees must be registered staff or students at the University

STSL:

- The film **must** be listed on the licence providers website [www.filmbank.com]
- it must **not** be listed as TITLES TEMPORARILY IN MORATORIUM
- The film must be played using an official DVD or Blue ray (either self-obtained or hired from the license company for an additional fee)
- Streaming of content is prohibited
- It may be publicly advertised
- There may be admission charges
- It is held on campus
- All attendees must be registered staff or students at the University

To apply to screen a film please use one of the following forms a minimum of four weeks prior to the event.

PVSL:

<https://forms.office.com/r/2QZ4q82uZh>

STSL:

<https://forms.office.com/r/5t7rVeBiKq>

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