



## **GUIDELINES FOR FILMING AND PHOTOGRAPHY**

Areté welcomes requests for photography or videography on its grounds. However, Arété reserves the right to reject requests that, in the opinion Arété office, are not compatible with its mission, would interfere with the classes or offices, or put an undue burden on Arété's property or staff.

In order to ensure that onsite photography or videography will neither interfere with normal operations nor compromise daily routine of the hub, photographers and videographers must comply with the following guidelines:

### **Permission to Shoot**

Arrangements for photography or videography at the Arété must be approved at least five (5) working days in advance.

To apply for permission, Arété requires:

- A written request describing the proposed project
- An inventory of all equipment
- A production or man-power list
- When applicable, a copy of the script

Requests must be sent to [arete@ateneo.edu](mailto:arete@ateneo.edu), with the letter addressed to Arété's Executive Director, Estelle Marie M. Ladrado, Ph.D.

### **Usage**

The requesting party agrees to use the footage or images shot in the Arété only for the purpose indicated on the official letter of request.

### **Logistics**

An equipment list must be submitted at least five (5) working days before shoot date. Equipment lists are subject to the approval of the Executive Director. Large equipment that may be obtrusive to students, classes, and office work or may damage the facilities, are not allowed onsite. Any movement or rearrangement of any of the furniture is strictly for Arété's approval.

### **Locations**

Filming and photographing at Arété must only be at the areas stated below:

1. Facade of Arété (Open areas around the building)
2. Common areas inside the building:
  - a. Lobbies
  - b. Hallways
  - c. Staircases



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While the following areas mentioned below are **off limits**:

1. Offices
2. All laboratories
3. All classrooms
4. Eugenio Lopez, Jr. Makerspace
5. Eduardo J. Aboitiz Sandbox Zone
6. Performing arts studios:
  - a. William and Claire Tan Untiong Studio
  - b. Joseph and Gemma Tanbuntiong Studio
7. Theaters:
  - a. Hyundai Hall
  - b. Doreen Black Box
8. Ateneo Art Gallery
  - If you all wish to include the art gallery, please make a separate request to Ma. Victoria T. Herrera, Director and Chief Curator of the Ateneo Art Gallery.

### **Staff Supervision**

Photographers and videographers must be monitored by Areté's security personnel. The Areté security personnel reserves the right to stop photography or filming for groups who do not comply with the Areté's policies.

### **Credit and Copies**

Areté, Ateneo's innovation and creativity hub, must be credited and fully acknowledged. Upon completion of the project, a copy of the completed video or photographs is required to be sent to the Office Secretary, Erika Bautista (mebautista@ateneo.edu).

### **PHOTOSHOOT COSTS**

**PHP 4,000.00\***

For: One photo or video shoot session not to exceed five (5) hours  
Use of the public restrooms

\*Does not apply to Ateneo students, faculty, and staff producing materials for non-commercial use.

In addition to the above policies, all crew must observe the following guidelines while on Areté premises:

1. Do not obstruct hallways.



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2. Observe proper decorum while filming and shoot in respect to the students studying and the ongoing classes.
3. Because Areté is a public campus building, the crew is advised to be mindful of other visitors, students, staff, teachers when setting up, during and after filming, so as not to be disruptive.
4. Shoots must take place between 9 am to 5 pm, Monday-Saturday
5. Do not leave your things unattended.

Conforme:

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Organization Head/Producer

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Areté