

FILM SHOWING POLICY

General Policy

The Federal Copyright Act (Title 17 of the United States Code) governs how copyrighted materials, such as films, may be used. Neither the rental nor the purchase of a video tape or DVD carries with it the right to show it outside the home (i.e. Student Union, Student Recreation & Wellness Center, Campus Housing, etc.). This legal requirement applies to all public showings regardless of whether an admission fee is charged, whether the institution or organization is commercial or non-profit, or whether a federal or state agency is involved. Failure to adhere to the Federal Copyright Act can result in significant fines and jail sentence to the event organizers choosing to show the film.

What must I do to show a film in a Student Affairs facility?

Every organization is required to provide the Student Union & Event Services office a copy of the “rights” granted to your organization by the distributor for each unique film showing nine (9) days prior to each showing.

How do I get the “rights?”

- Contact the distributor of the film. Some common distributors are:
 - SWANK Motion Pictures - www.swank.com or (800) 876-5577 (There is a list of films they distribute on their website.)
 - Criterion - www.criterionpic.com or (800) 890-9494
 - If you are unsure of which company distributes the film you are wanting to show, you may call the Reference Library of the Motion Picture Arts & Sciences - (310) 247-3020
- Common questions they may ask are:
 - Your name and the organization you are with
 - In what context are you showing the film
 - There be a charge to come see the film
 - Whether or not you need a copy of the film
 - You and your organizations contact information
- Provide a letter of release from the film's producer.

Will the “rights” cost me anything?

- The distributor may charge your organization a fee for showing the film. Some common reasons for charging a fee would be:
 - Your organization is charging event admission
 - You expect a large number of attendees
 - You will be getting a copy of the film from the distributor
 - You will be showing this film multiple times

What if I don't follow the film showing requirements?

If complaints are received or organizations, sponsors, guests, or participants are observed to be in violation of any of the above policies, the Student Union & Event Services office may take any necessary action up to and including event shut-down. Furthermore, future requests by the individual or organization to show a film may be denied for a minimum of one semester.

Exceptions to this policy should be presented to the Assistant Director of Scheduling & Conferences, in writing, at least two (2) weeks prior to the event for consideration.

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