LOWMAN STUDENT CENTER FILM POLICY

All Lowman Student Center patrons wanting to show a film or portion of a film must be able to provide documentation showing that they have been granted the 'rights' to the film 10 days prior to the event.

Sending out mass emails, letters, flyers and web posting is considered publicizing your film screening. Having a film rental or privately-owned film does not grant the owner or renter the 'rights' to publicly show the film. Whenever there is a public viewing, the 'rights' to the film must be provided.

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 who distributes the film you want to show you may call the Reference Library of the Motion Picture Academy (310) 2473020.

Common questions they may ask are:
- Your name and the organization you are with
- In what context are you showing the film
- Will there be a charge to come see the Film
- Whether or not you need a copy of the film
- You and your organization's contact information

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 film viewers
- 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 must I do to show a film in the Lowman Student Center?

Your organization must provide one of the following to our office 10 days prior to the event:

- Copy of film contract with company
- Permission to 'rights' stated on company letterhead
- Proof of creation and ownership of personal film

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

If complaints are received or clients, sponsors, guests, or participants are observed to be in violation of any of the above policies, the Director of the Lowman Student Center may take any necessary action up to and including event shut-down. Furthermore, future requests by the individual or organization to use the Lowman Student Center may be denied for a minimum of one semester.