



WYCKHAM HOUSE INTERVIEW REQUEST & SPECIAL EVENT

MEDIA ACCESS FORM

To be used for interview requests, and for filming or photography of events/performers in Wyckham House.

Please note that we may require up to 2 business days to approve your request.

Approval depends on availability of space, resources, compliance with SAMRU policies, and provincial and federal laws and regulations.

Today's date: _____ Date for approval: _____

Contact name: _____ Program: _____

Email: _____ Phone: _____

Project name: _____

You are a: Journalist Business Student MRU faculty/staff

What will this be used for? _____

Time: From: _____ To: _____

Exact Location: _____ Number of People Involved: _____

Will you be taking pictures or filming? Pictures Filming Voice recording No

Do you have the explicit consent of the people being filmed or photographed? Yes No

To ensure you are complying with existing federal and/or provincial privacy legislation, please make sure you obtain a signed release form signed from any subjects being filmed or photographed.

Will this information be used or posted outside of Mount Royal University? Yes No

Your signature: _____

I have read and agree to abide by the policies and procedures outlined in the *SAMRU Media Access Plan*

The number of people/media outlets accessing The Hub or SAMRU events at one time may be limited.

Please return this form to Reception in Room Z222 at least two (2) business days before your requested time.

We would appreciate a copy of your photo, video or final project when it is completed.

Save the document and then email it to media@samru.ca. You can also use the 'send files' command. Click on 'Tools' button found at the top right corner of Adobe Reader and follow the directions.

Privacy: The personal information collected on this form will be used to administer and manage Students' Association programs and services, and to maintain the Students' Association's records. This information will be protected by the provisions of the *Personal Information and Protection Act* and can be reviewed during normal business hours upon request. Information may be disclosed to third parties in order to meet specific contractual and legislative requirements required to deliver the services you have requested. We treat your personal information with care and respect, and use it to improve our services to you.

FOR OFFICE USE ONLY:
Approved By: _____ Date: _____
Director, Communications & Information Systems
Comments: _____

STUDENTS' ASSOCIATION OF MOUNT ROYAL UNIVERSITY MEDIA ACCESS PROCEDURES

APPENDIX A

1. **Contact information:** Media access requests are handled by the VP External or by the Executive Director (or their designate). Forms will be picked up at the reception found in Wyckham House Z 201 or online
 - **For Events see Appendix B**
 - **For Interviews see Appendix C**
 - **For Brand, Trademark and Logo usage see Appendix D**
2. **The governing board:** the SAMRU Governing Board is a public forum and all reporters are permitted and encouraged to attend as observers. As an observer, you may report on the proceedings, but you cannot participate in the proceedings unless the council gives you permission to do so. Questions may be asked to any member of the council regarding the meeting: all in camera discussion is strictly confidential. In the event Students' Council goes in camera, all observers will be asked to leave the room. At this time, you must take all recording devices with you. When the in camera discussion concludes, all observers will be invited back into council chambers. SAMRU Board meetings are held every second week. The Board agenda will be available at reception in Z222 or online.
3. **Wyckham House Access (Does not include Hub):** Reporters may film video B-roll and take photos in certain areas of Wyckham House such as the 1st floor and the 2nd floor lounges without obtaining a media access pass, provided these areas are those not in private rooms, service areas or behind closed doors. Filming in service centres is allowed as long as the appropriate service or program coordinator approves of the activities. All offices and meeting rooms are private. In addition, The Hub has a more detailed media access form to comply with the Alberta Gaming and Liquor Control rules and regulations. No interviews will take place without media approval. All meetings, unless noted otherwise, are private. A request to a private meeting will be considered if a media access form is submitted at least one business day in advance.
4. **General restrictions:** You are required by university regulation not to block fire exits, access ways, and walkways while reporting. If you block these areas or if the building is too busy, you may be asked to move or come back later.
5. **Media passes:** Please carry your media access form and pass with you while performing media activities, as you will be asked to produce it.
6. **SAMRU interviews:** If you wish to interview staff members of SAMRU, requests should be directed through the SAMRU Reception desk located in the Wyckham House student centre in room Z222.
7. **Conduct/privacy considerations:** Members of the media are expected to follow ethical boundaries of conduct. Please respect the people you are filming, photographing, or recording. Please ask their permission. Internal or external media members who behave in an unethical way may be denied future access to Wyckham House and SAMRU events.

APPENDIX B - EVENTS COVERAGE

If you wish to cover concerts, speakers, displays or other performances in The Hub, or any licensed shows, including those hosted by clubs and societies, please submit media access form to abide by the AGLC rules and regulations. A specific media event pass will be distributed once the form has been approved to ensure you are following the performer's media guidelines.

Disclaimer

SAMRU is not responsible for setting up interviews with artists, but will accommodate such requests in accordance with the record company's wishes. Some performers refuse interviews, photographs, and filming of themselves and their events even if approval is granted by SAMRU. It is SAMRU's contractual obligation to ensure the performer's demands are met.

SAMRU reserves the right to limit the number of journalists/ photographers/ videographers accessing any special event.

APPENDIX C - INTERVIEW REQUESTS

- Interviews will be scheduled in 15 minute time slots according to the availability of the interviewees.
- SAMRU reserves the right to decline or reschedule interviews, or to substitute interviewees.
- Response to an interview request will try to be accommodated in up to two business days.

Please let us know if more, or less, time is needed in the interview time; if pictures will be taken; or if you require background information.

We ask that you provide the topic(s) of the interview in advance to ensure that you will be speaking with the appropriate person.

In addition, topics are requested in advance in hopes of screening the number of requests for interviews on the same topic. If there is a significant number of requests for interviews on the same topic, reporters may be grouped into the same time slot, or executives may set up a press conference or release a statement.

APPENDIX D - BRAND, TRADEMARK AND LOGO USAGE

If you wish to use any of SAMRU or its service areas' logos or trademarks, permission must be obtained in advance through the [Director, Communications & Marketing](#). Usage for class assignments will normally be granted. SAMRU reserves the right to request a copy for corporate or archival use, in exchange for Brand, Trademark and Logo usage.

Please be extremely clear about the intended use for the Brand, Trademark or Logo.

Response to Brand, Trademark and Logo request will try to be accommodated in two business days.