

Background

This policy outlines the guidelines and procedures for news media and third parties (individuals, non-profit organizations, pharmaceutical or medical device companies, etc.) wishing to conduct filming or news reporting activities on The Lundquist Institute for Biomedical Innovation at Harbor-UCLA Medical Center (TLI) campus to ensure the appropriateness of photography, videotaping, and digital audio/visual recording of our researchers, staff, students and patients.

Our institute is committed to transparency and ethical research practices. This policy upholds TLI's mission of research, education, and community outreach by balancing public engagement with the integrity of our research. It aims to protect the privacy of the TLI community while allowing faculty, staff, and students to engage freely with the media when desired. All filming and news reporting activities must adhere to the stipulations stated herein.

TLI's grounds, buildings, laboratories, meeting rooms, and open spaces are private property. Except as permitted by and in compliance with this Policy, you may not shoot film, photos, or video or make audio recordings (all of which, for convenience, are referred to in this Policy as "filming") on campus.

Principles

TLI is eager to work with the media and will do its best to facilitate these requests, mindful that its primary focus is promoting excellence in research and education.

The Institute cannot take any action regarding its premises that would or might be prejudicial to the research and learning environments in which investigators, staff, and students operate. Closing or restricting access to a building, whether for short or long periods, restrictions on parking and road access, and the unrestricted placement of structures for filming or videotaping cannot be endorsed where any such proposal affects the Institute's core operations.

In considering whether to grant permission for filming, still photography, or videotaping on its premises, the Institute will be guided by the following principles. It will:

1. Consider the extent to which the proposed assignment may disrupt its core business and inconvenience investigators and staff;
2. Consider the filming, location, and duration of the proposed activity; the quantity and type of equipment to be used, and the number of personnel involved; and
3. Ensure that the proposed assignment does nothing to detract from TLI's mission.

Pre-Approval Process

News media and third parties must secure written authorization from TLI's Communications & Marketing (MarComm) Team before filming or reporting on campus. This includes seeking permission to enter laboratories, offices, classrooms, or similar facilities for reporting.

Requests should be submitted via the included application form, including detailed information on the purpose, scope, specific areas of interest, and the intended use of the footage. All filming requests must disclose the number of crew members, type and quantity of equipment, and any special logistical needs (e.g., lighting setups, external power). TLI will review requests based on potential impacts on privacy, security, and research integrity. The review process may take up to 10-15 business days, and applicants will be notified of the decision via email. The application should be emailed to media@lundquist.org.

TLI acknowledges that professionals working on short deadlines, e.g., television news and current affairs crews and still photographers working for daily newspapers and weekly magazines, need a quick response to a request to film. For these assignments of this type only, requests are to be directed to:

Jennifer Strong
AVP, Communications and Marketing
310.974.9300 office
310.890.6232 mobile
jennifer.strong@lundquist.org

In consultation with other TLI stakeholders, the MarComm Team is responsible for granting or denying requests to film on campus. TLI reserves the right to deny approval of any filming for any reason. When filming is approved, the MarComm Team will coordinate with appropriate investigators, partners, colleagues, and others, including required supervision. Approval by TLI may be revoked at any time if the MarComm Team concludes that the filming interferes with institute operations, is disruptive to investigators, staff, students, or visitors, or otherwise is not in the best interests of the institute.

Press and News Media

Press and news media members who wish to access the institute campus to film interviews or b-roll should email the MarComm Team at media@lundquist.org for permission. Please provide your name and outlet, and specify the nature of your request. (Please see the Request for Permission to Film form below.)

Institute Business

Administrative staff members of the Institute's departments, laboratories, centers, and business units engaged in official business on behalf of TLI may film on campus to create materials for use by the department, laboratory, center, and business unit, such as marketing and promotional materials. All identifiable subjects must sign relevant model/image releases.

An assigned TLI staff member must always accompany third-party filming crews. If the escort is unavailable, filming must pause until alternate supervision is arranged. Emergency contacts will be provided at the time of approval. This supervision is essential to safeguarding the interests of the research and the Institute.

If filming, still photography, or videotaping is required to be conducted at the Harbor-UCLA Medical Center (HUMC), permission and approval must be obtained through HUMC's Public & Media Relations Office and follow related L.A. County Department of Health Services guidelines.

BioLabs at The Lundquist Institute

For any filming within BioLabs at The Lundquist Institute space:

- Tenants must obtain prior approval from BioLabs at The Lundquist Institute management and inform TLI's MarComm Team.
- BioLabs' liability insurance must be confirmed to extend to filming activity. If not, the tenant must provide separate proof of insurance meeting TLI's requirements.
- All activity outside the BioLabs-leased space remains subject to the full TLI filming policy.

Academic and Scholarly Work

TLI Investigators, staff, and graduate students may film on campus solely for academic purposes, including teaching, coursework, research, scholarly work, and for social media for non-commercial purposes in each case subject to reasonable restrictions imposed by TLI to ensure public safety, to protect persons and property, to avoid interference with institute activities and operations, and to comply with statutory, contractual, and other legal obligations. Investigators, staff, and students are asked to notify the MarComm Team about any such filming and ensure compliance with this filming policy. No one affiliated with TLI can film on campus in any way for commercial purposes.

Exclusives and Fairness

TLI reserves the right to provide exclusive story coverage and release information to specific outlets based on the story, audience, and judgment of the MarComm Team and Institute leadership. This also applies to op-eds, commentary articles, and other features pitched to the news organizations for whose audiences the content will be the most relevant.

Post-Filming Requirements

Before any content filmed at TLI is published or broadcast, the MarComm Team or the relevant TLI Investigator must be able to review it to ensure compliance with this policy and accurate representation of the research. TLI reserves the right to disallow use of any content that misrepresents or misattributes affiliation with the Institute. Use of TLI's name, likeness, or faculty in advertising or implied endorsements is strictly prohibited without explicit written consent. Please allow up to two weeks to review and approve content filmed at TLI. Requirements for crediting the Institute and any necessary disclaimers will be provided upon approval.

Consequences of Non-Compliance

Outside non-TLI entities must follow this policy without fail. Non-adherence by non-TLI entities to this policy may result in immediate expulsion from the campus, revocation of permission to film, and possible legal action. The Institute takes these guidelines seriously and will enforce them to protect our researchers and staff.



All Other Filming

All other individuals, organizations, non-profits, corporations, and entities requesting permission to film on campus must complete and submit the TLI's Request for Permission to Film form (see form below). All filming on campus must comply with the reasonable directions and guidance of TLI's MarComm Team and must conform to the following requirements:

- Make every effort complete and submit the Institute's Request for Permission to Film (see below) *15 business days* before your proposed filming date to ensure adequate time for review and coordination. Approval cannot be guaranteed for last-minute requests.
- Under most circumstances, you may not film inside laboratories, buildings, lounge areas, or other indoor community spaces or places where public access is limited for safety, security, or privacy reasons.
- You may not film a person in an identifiable manner unless you first have obtained that person's express consent.
- You may not use TLI's name, logo, trademarks, or identity, including recognizable TLI locations, imagery, and prominent community members, unless such use has been expressly approved in writing by the institute. Requests for such approval should be submitted to TLI's MarComm Team by emailing media@lundquist.org.
- To request that the institute permit you to film on campus for commercial or other for-profit purposes, you must submit, in addition to the Request for Permission to Film form, a written description or synopsis of the production, the final script and any treatments, storyboards, or other production-related materials, all of which must provide a detailed, accurate, and complete description of the production.

POLICY AGREED TO BY:

THE LUNDQUIST INSTITUTE

FILMING PARTY/ORGANIZATION

By: _____

By: _____

Print Name: _____

Print Name: _____

Title: _____

Title: _____

Date: _____

Date: _____