Movie & Film Guidelines

University Movie & Films Policies

- All officially registered student organizations or University departments shall have the opportunity to present films of any nature at Virginia Tech. This policy is subject to any applicable federal and state laws (for example: federal copyright laws and state obscenity laws). Films shall NOT be subject to review by any board or administrative body. The sponsor is responsible for any legal ramifications resulting from disobedience of federal and state laws.
- All advertising for the film must clearly indicate the sponsoring organization and the rating of the film. The sponsoring organization will be responsible for verifying identification at the door, if applicable. A Virginia Tech ID or a state driver’s license will be sufficient for admission.
- If the film is R-rated, signage should be placed at the entrance doors.
- Sponsors wishing to show films for public viewing to the University and community (both free and with admission charged) must obtain a Public Performance Video Tape License (PPTVL) through the film company.

Student Centers and Activities Movie & Films Policies

- Event sponsors wishing to use Student Centers and Activities and/or its equipment to show any portion of a film or video will be required to show a PPTVL or proof of permission from the copyright owner to show the work publicly.
- Proof of copyright/approval is required to be in the Event Planning Office at least 72 hours prior to the event. Failure to show a PPTVL or proof of permission will result in the cancellation of the reservation. Any attempt to deceive the Event Planning Office to avoid obtaining a PPVTL will result in immediate event cancellation and may jeopardize the sponsoring organization’s ability to reserve space.
- Organizations wishing to sponsor films may reserve space in Squires and Johnston Student Centers in which the standard setup is theatre style. Student Centers and Activities, using Student Centers and Activities equipment requires trained Production Services staff to be employed for technical setup to show the film.
- Requirements to hire Student Centers and Activities staff to provide program support in no way relieves the sponsoring organization from its responsibility for damages to university property, nor does it eliminate or lessen the sponsor’s responsibility to ensure a properly behaved audience.
- Food and drink are not allowed in Haymarket Theatre, Burruss Hall or Colonial Hall. Sponsoring organizations are responsible for preventing food, beverages, alcohol and/or controlled substances (as applicable) from being permitted into the reserved space. Failure to comply with this regulation may result in Student Centers and Activities interrupting and/or canceling the event, and suspension of future reservation privileges.

Imported Copyrightable Material

Organizations wishing to present copyrightable material imported from foreign countries must provide documentation in one of the following manners:

- The work is registered as copyrighted in the United States of America and a PPVTL has been obtained for its exhibition.
- The work does not have copyright registration in the United States of America, but is registered or published in a member country of the Berne Union for the Protection of Literary and Artistic Property (Berne Convention), the Universal Copyright Convention (all works that fall under the UCC are denoted with the “© ” symbol next to the date originally published), and/or all other applicable copyright treaties, and is therefore protected by the United States Copyright Laws, the sponsoring organization shall obtain and present documentation to the Event Planning Office that appropriate presentation rights have been obtained at least 3 business days prior to the event.
- The work is not eligible for protection under any copyright laws, agreements, or treaties recognized by the United States of America, and is therefore able to be displayed, performed, or exhibited without obtaining any permissions or permits.
- Works protected under copyright laws, agreements or treaties of the United States of America shall NOT be performed, or exhibited if obtained from a country, locality, state, or territory that does not recognize international copyright laws as applicable to that specific work.

Film companies who currently work with Virginia Tech student organizations and are familiar with copyright policies are:

- SWANK, 1.800.876.5577, mail@swank.cmo
- CRITERION, 1.800.890.9494