

## **Guidelines for Filming at Cooper Union**

All cables and wires must be taped down or covered with mats.

All egresses must have clearance at all times

All spaces must have a 4 ft clearance for exiting

Traffic may not be held for more than 2 minutes at a time

Keep sounds at a minimum during class or office hours, if in their proximity

All communications and requests must be channeled through the Cooper Union location manager

Limit occupation to areas that are contractually agreed upon

Do not touch any property without approval from CU location manager