



UNIVERSITY OF RICHMOND

Policy Manual

Policy #:	STU-4002	Policy Title:	Film and Media Screening Policy
Effective:	02/15/2025	Responsible Office:	Center for Student Involvement
Date Approved:	02/08/2025	Approval:	Vice President for Student Development
Replaces Policy Dated:	pre-2020	Responsible University Official:	Director of Student Involvement

PURPOSE:

The purpose of this policy is to provide guidance to University employees and students about when to seek licensing for events involving copyrighted media.

SCOPE:

This policy applies to the University of Richmond and all of its Affiliates. As used in this policy, the term “Affiliates” means organizations or entities in which the University owns a controlling interest or has the right to elect the majority of the entity’s governing board.

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POLICY STATEMENT:

STU-4002.1 – Policy

According to the [Federal Copyright Act](#), copyrighted materials, like movies, can only be used for a public performance if they are properly licensed. Under copyright law, a copyright owner has the exclusive right to publicly display his/her work. Therefore, University students and employees and any non-University entities sponsoring an event in University space must have the proper copyright authorization in order to publicly exhibit a film or video. If a student or employee is unsure whether a license is necessary, they must seek advice from the Center for Student Involvement or the University Library.

STU-4002 – Film and Media Screen Policy

The following matrix can assist members of the University community in determining when copyright authorization is required:

YES	NO
The screening is open to the campus community, general public, or a club or organization	You are viewing the film in your residence hall room or apartment with friends
The screening is in a space where access is not restricted (e.g. residence hall lounges, meeting rooms, event spaces)	The film is being shown as part of a class to officially registered students in a classroom, where content of the film directly relates to the course
The screening is publicly advertised on a flyer, social media, etc. People attending are outside the circle of friends and acquaintances, such as showing a film to a club or organization, or showing a film for class but inviting others not registered for the class to attend	The film is in the public domain or you have the direct authorization of the content creator

Registered Student Organizations (RSOs) should begin planning events that screen films or other media early, as it can take time to secure necessary licenses.

STU-4002.2 Applicable Regulations & Accreditation Standards

Copyright Law of the United States (Title 17)

[Chapter 11: Subject Matter and Scope of Copyright](#)

RELATED POLICIES:

PRM-1005 University Events and Space Reservations Policy

POLICY BACKGROUND:

Longstanding policy reviewed by President’s Cabinet in 2025 before inclusion in the University Policy Library.

POLICY CONTACTS:

Director of Center for Student Involvement
Film and Humanities Librarian