



# TRINITY WESTERN UNIVERSITY

## Operating Procedures: Series AD 1-05 Non-Educational Use of Cinematographic Works

### Policy Administrator:

Assistant Librarian, Copyright Compliance & Education

### Procedures created by:

Student Life & Library staff

### Procedures Created/Revised:

2025-03

### Procedures:

[Event Booking form](#)

1. Any group booking a room through Student Life for the purpose of showing a full-length cinematographic work will be required to submit an Event Approval form (link above) that highlights the movie that they are showing.
2. Groups may not charge admission to cinematographic works shown as a TWU Event. Partial use of a cinematographic work in a non-academic seminar, workshop, or chapel must be reported as well, though there is no cost. This can be done through a Student Life Event Approval form.
3. Student Life will monitor the cinematographic works being presented on campus to ensure that they align with the mission and vision of the University, ensuring that all groups only show cinematographic works that are appropriate to be shown on TWU Campus.

More information regarding Canadian movie copyright administration can be obtained at the following websites:

[Audio-Cine Film, Inc.](#)

[Criterion Pictures, Inc.](#)

These licenses only cover movie copyrights administered by these organizations. If you want to show a movie not covered by these organizations, you must contact the distributor or producer directly to determine the cost of showing it publicly.