



TRINITY WESTERN UNIVERSITY

Operating Procedures: Series AD 1-05 Non-Educational Movie Viewing on TWU Campuses

Policy Hyperlink:

AD 1-05 Non-Educational Movie Viewing on TWU Campuses

Policy Administrator:

Director of Residences, and Assistant Librarian, Copyright Compliance & Education

Procedures created by:

University Events, Student Life & Library staff

Procedures Created/Revised:

2025-08-06; 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 must submit an Event Approval form (see link above) which indicates the movie to be shown. Students in Richmond or Ottawa can email: studentlife@twu.ca with their movie request (following the same instructions as below). All films must be selected from [Audio-Cine Film, Inc.](#) or [Criterion Pictures, Inc.](#) Please note this applies exclusively to indoor screenings. Outdoor film viewings are strictly prohibited under the terms of these licensing agreements.
2. Student Life will oversee the selection of movies being screened on all campuses to ensure that they align with the University's mission and vision. This will ensure that all groups present only appropriate movies on TWU campuses. If approval is given, please proceed to the next step.
3. Once Student Life has approved the selection, please send a request to Library@twu.ca including the confirmation from Student Life, and you will be sent a link for viewing.
4. Streaming services may NOT be used for this purpose. Films for event purposes may only be viewed using the link provided by the Library. Using streaming platforms such as Netflix, Apple TV, Amazon Prime, Disney+, etc., for **non-educational purposes is prohibited**, as it does not align with their Terms of Use.
5. In Richmond, email cecelia.wang@twu.ca to book a room. No room booking is required at the LLC.

6. 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 in Langley must be requested through a Student Life Event Approval form, following the same steps as outlined above. In Richmond and Ottawa, please email studentlife@twu.ca with your request.
7. These licenses (Audio-Cine Film, Inc. & Criterion Pictures, Inc.) 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.

Additional Copyright Information

[Audio Ciné Films Inc. \(ACF\) - Public Performance Rights](#)

Details: ACF details the legal requirements under the Canadian Copyright Act for public movie screenings, emphasizing the need for licenses outside private home use.

Why It's Important: These laws prevent piracy and unauthorized screenings, ensuring filmmakers and distributors are compensated. They also maintain the integrity of the film industry by regulating how movies are shared, protecting both creators and audiences from illegal distribution.

[Canadian Intellectual Property Office \(CIPO\) - A Guide to Copyright](#)

Details: This guide explains Canadian copyright law, including for cinematographic works like movies. It covers how copyright protects original works, the process of registration, and why registration is valuable for legal protection.

Why It's Important: Copyright ensures creators (e.g., filmmakers) have exclusive rights to reproduce, distribute, and perform their work, encouraging creative output by safeguarding economic and moral rights. It also clarifies ownership, which is critical in disputes or licensing agreements.

[Copyright Board of Canada - About Copyright](#)

Details: The Copyright Board outlines the role of collective societies in managing movie royalties and public performance rights. It explains how tariffs are set for film screenings and streaming.

Why It's Important: Copyright laws administered by the Board ensure fair compensation for creators and rights holders when movies are shown publicly (e.g., in theaters or schools). This supports the film industry by providing revenue streams and protecting against unauthorized use.