

*From CC policy (Insert Appropriate Policy): Filming and professional photography on campus is permitted as long as it follows The College Filming/Photography Guidelines and generally requires advance approval.*

## **Approval and/or Notification for College Filming and Photography**

1. Media outlets
  - a. Media interested in filming or recording on campus should contact the office of Communications to arrange and provide courtesy notification about interest.
  - b. If the media outlet is interested in using schedulable space on campus for sponsoring events, private interviews or similar activities, they will be referred to the College Events office for scheduling and contracting of space.
2. Professional film, production, or photography companies (For Profit and Non-Profit)
  - a. Interested companies or organizations must contact the College Events office to determine availability and scheduling of space.
  - b. The company and organization will be required to contract for their space use including a required deposit, proof of insurance, and signed contract.
  - c. The College Events office will consult and coordinate with the office of Communications, as needed, before completing the contracting process.
3. Non-professional third parties not affiliated with CC
  - a. Interested individuals must contact the College Events office to determine availability and scheduling of space.
  - b. Most requests will require contracting for space use including a required deposit, proof of insurance, and signed contract.
4. CC Staff, faculty, and/or students
  - a. Staff, faculty, and students who want to film or take photographs on campus for CC related business (class, promo video, etc.) should reserve space through Ungerboeck
  - b. Informal photography and filming not related to CC business by staff, faculty, and students is permitted, in general, with the understanding that it is not disruptive to others or the obligations of The College to its educational mission.

## **Guidelines for Filming and Photography on Campus**

1. Filming and professional photography on campus is permitted under the following conditions:
  - a. If the filming or photography captures students, faculty, staff, or any other individuals it is the responsibility of the person who is filming to obtain permission to film the individual(s) using a photo release form, which can be provided by the Events team or the Communications team.
  - b. Filming or photography at scheduled events is permitted if approved by the event host.
  - c. Filming or photography for class projects is permitted on campus. Please schedule space in Ungerboeck.
  - d. Some requests may require additional consultation with other support departments on campus.
  - e. If filming involves the use of a drone, additional approvals are required as outlined in CC [Drone Policy](#).
  
2. Filming or professional photography on campus is generally not permitted:
  - a. In private location or certain work environments including but not limited to:
    - i. occupied residence halls, rooms and restrooms
    - ii. Locker rooms and restrooms
    - iii. During classes, unless approved by the professor
    - iv. Individual offices
  - b. If filming causes disruption to the campus educational mission, non-CC parties may be requested to stop immediately and depart from the area
  - c. Staff, faculty, and students whose filming causes disruptions, may be requested to stop immediately and depart from the area. Students may be referred to the Dean of Students for a student code violation and faculty or staff may be referred to Human Resources.
  
3. Photography and videography in the Fine Arts Center are limited to renter's event only. The capturing of artwork in said photography and videography is subject to copyright laws. Commercial photography and videography is strictly prohibited. Photography utilizing flash or tripod equipment is prohibited in gallery spaces to protect the artwork.
  
4. If advance approval is not obtained through the channels listed above, individual(s) may be asked to discontinue filming or photography until proper approval is obtained.