

AP XXXX **Filming and Photography**

Because of issues of privacy, security, potential disruption of campus activities, and implied endorsement, the following guidelines have been established to help clarify the rights and responsibilities of College guests, students, faculty, and staff relating to campus photography, filming, and videography.

For simplicity, all references to film or filming in this policy are meant to include all forms of film, photography, video, ~~and~~ digital imaging and ~~any related~~ audio recording^[MU1]). If you are unable to find the answers you need in the guidelines below, please contact the Office of Marketing & Communication.

A. Personal Filming

~~Personal filming may be taken by students, parents, faculty, staff, alumni, and campus visitors for personal, recreational, non-commercial purposes.~~^[MU2] On-campus filming must be consistent with College policy and its mission; it must also not interfere with College operations, including but not limited to educational operations and previously scheduled College events. In addition, personal filming must not create a security, health, or safety risk to members of the College community.

B. Commercial Filming

Express permission is required for non-news and commercial filming on the College's campus. Requests for filming on the College's campus for commercial use should be submitted in writing to the ~~Office of~~ Event Services **Office** at least 14 days prior to the desired date to start the filming. For commercial filming, proof of insurance is required. Execution of a separate Campus Use Agreement ~~is may also be~~ required. Fees may be charged for all commercial filming.

C. Student Filming

Filming on the College campus or in College-owned or operated facilities for academic purposes is limited to College students, faculty, staff, and others attending the College's academic and extracurricular and College-sponsored programs, including student-run newspapers and publications, and other programs that occur on the College's campus and for which photography or videography is part of the program. College students may engage in filming if their project is to fulfill academic credit, is the requirement of a class project, or if they are members of the College's newspapers, journals, or other publications.

D. Internal College Projects

College's divisions, departments, and other established units of the College are permitted to film for the purpose of film production related to the division, department, or unit. The filming must

be not be disruptive, violate the privacy rights of individuals, and must be done in accordance with College policy.

E. The following guidelines are applicable to ALL filming on campus:

1. Except for personal filming, permission from ~~Office of the~~ Event Services Office is required to film in indoor spaces, including the library, classrooms, laboratories, and dining facilities. The College accommodates reasonable requests, but reserves the right to deny permission when the request runs contrary to College policies, especially those that ensure student privacy. If applicable, faculty members and administrators with responsibility for the space, such as labs or classrooms, must also provide approval. This paragraph does not apply to:
 - a. ~~f~~ Filming of Board of Trustee meetings and any other meetings governed by the Brown Act
 - b. Video recordings made by the television studio or by the remote production truck
 - c. Still photography in campus studios (i.e. photography classes, Marketing photo studio)
 - ~~a.d.~~ Still photography for marketing purposes coordinated through Marketing and Communication or Web Services with permission from faculty members and/or administrators responsible for the space
 - e. Audio recordings in support of academic research or in direct support of the college programs (i.e. oral histories, off-air recordings by radio students)
 - f. Video recordings in direct support of college programs (i.e. game films for athletic teams, students practicing for a tournament or performance)
 - ~~b.g.~~ News media recordings in public areas
2. Filming must not be disruptive and must be done in accordance with College policy.
3. On-campus filming must not interfere with the ongoing operations of the College, including but not limited to educational operations and previously scheduled College events.
4. Filming must not create a security, health, or safety risk to any members of the College community or anyone involved in the project.
5. Appropriate releases are required for all individuals appearing on-camera, with the exception of purely personal photography.

6. Various fees may be incurred during film shoots ~~requiring College services,~~ including location fees, supervision of the filming event and other college services including security, grounds, custodial and maintenance services. ~~use of certain facilities and, possibly, security.~~
7. Pyrotechnics, explosives, amplified sound, sound or visual effects, replicas of weapons, and other props that would cause alarm or disruption to the campus community are prohibited without prior authorization from the College.
8. Commercial works that include the College's name, logos or other trademarked images need to be granted a license from the College for use of trademarks.