



## PHOTOGRAPHY & FILMING POLICIES

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To respect the privacy and security of students, members who utilize the Florida Gulf Coast University Campus Recreation facilities and programs, FGCU Campus Recreation permits closely monitored still and video photography. Campus Recreation also supports and recognizes the need of students who require filming as part of their academic coursework.

The policies stated in this document address filming and photography for non-commercial use by individuals who are members of the FGCU community. A photo request form must be completed and submitted to the Assistant Director of Facilities or Assistant Director of Programs within 48 hours of the requested filming.

FGCU Campus Recreation reserves the right to withhold or withdraw permission to photograph or to reproduce photographs of its facilities, programs, members, or those employed by Campus Recreation.

Taking photos or video without the consent of the individual or without prior approval is cause for immediate removal and possible suspension from Campus Recreation facilities and programs.

### **Media/Commercial Access**

Media access is defined as media obtained or reproduced for use by a third-party media outlet that is not affiliated with FGCU. All media/commercial access must be approved by the Office of Media Relations.

### **Photography/Filming Policies**

- Photography and filming is not permitted in any Campus Recreation locker rooms or restroom facilities.
- All Photography and filming must take place during normal operating hours and must not conflict or interfere with normal use of programming and services by patrons.
- Prior permission by all subjects being photographed must be secured via a signed photo release. The photographer is to provide the release.
- Photos and video that have been taken at a FGCU Campus Recreation facility or program may be subject to the review of Campus Recreation Staff.

### **Procedures**

1. Complete the Photography/Video Release form 48 hours prior to filming and send to the Assistant Director of Facilities or Programs. You will be contacted to confirm your request.
2. Once permission has been granted, please check in with the customer service desk of the facility upon arrival. A Customer Service Representative will grant you access.
3. Photographers must seek permission from individual participants before proceeding with photography/videography. A photo release must be provided by the photographer.
4. Upon completion of the photo/film shoot, check out with the Customer Service Representative.



# PHOTOGRAPHY & FILMING REQUEST FORM

Please fill out this agreement form and initial after each point to confirm you have read and agree to the conditions and expectation of FGCU Campus Recreation. Submit the completed form to the Assistant Director of Facilities or Programs at least 48 hours before the desired shoot. All requests will receive an e-mail confirmation. Upon approval please bring your confirmation with you on the designated photo shoot day.

Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

E-mail: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

If FGCU Student or Faculty/Staff, please list UIN: \_\_\_\_\_

Date of Filming: \_\_\_\_\_ Begin Time: \_\_\_\_\_ am/pm End Time: \_\_\_\_\_ am/pm

Campus Recreation facility and/or program to be filmed: \_\_\_\_\_

Purpose of filming: \_\_\_\_\_

Number of Photographers/Crew: \_\_\_\_\_

Please initial to confirm you have read and agree to each condition:

\_\_\_\_\_ Photographs and video may not be published sold, reproduced, transferred, distributed or otherwise commercially exploited in any manner whatsoever.

\_\_\_\_\_ Photography and videography, as well as use of cell phones, is not permitted in Campus Recreation locker rooms or restroom facilities.

\_\_\_\_\_ All photography and videography must be conducted without disrupting Campus Recreation operations and service to its members or limiting access to equipment, stairwells, entrances/exits, high traffic areas or other high-traffic locations within Campus Recreation facilities.

\_\_\_\_\_ It is the responsibility of the photographer/videographer to secure prior permission by all photographic/video subjects. We recommend that you secure signed photo releases from your photographic/video subjects.

\_\_\_\_\_ FGCU Campus Recreation reserves the right, at its sole discretion, to withhold and/or withdraw permission to photograph on its premises or to reproduce photographs of its facilities, members and staff.

**I have read and agree to the conditions in the FGCU Campus Recreation Photo Policy.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**FOR USE BY CAMPUS RECREATION:**

Approved     Denied    \_\_\_\_\_

Signature

\_\_\_\_\_ Date

Notes: \_\_\_\_\_

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