

Filming and Photography on Campus Policy

July 1, 2017

Lewis & Clark Community College encourages filming and photography on its properties within the guidelines of this policy. In all instances, filming and photography will be approved on Lewis & Clark Community College campuses and locations only if it does not interfere with the educational or other program functions or events of the College; does not pose a security or safety risk to those involved in the filming and photography or other campus users; does not cause damage to any College asset; and, the use or re-use of the resulting film or photography product is consistent with the interests of the College and other applicable policies.

INCIDENTAL, NON-COMMERCIAL FILMING OR PHOTOGRAPHY IN PUBLIC PLACES

The College's historic buildings and grounds, as well as its gardens, provide a desired backdrop by area photographers for family, engagement, prom, and other special event photos or for use by amateur photographers. Photographers are welcome to use exterior, public areas of the campus as a backdrop for these non-commercial photographs, but should generally check with the campus safety department to alert security to their presence on campus. Any individual who uses College property for such purposes must respect the rights of our students, employees and visitors not to be photographed or filmed without their knowledge and permission (see below).

Any such incidental filming or photography by faculty, staff, students, visitors or tourists shall not be used or reused for commercial purposes at any time without the express written permission of the College.

COMMERCIAL FILMMAKERS AND PHOTOGRAPHERS

The College requires explicit written permission for all film, photo, and video shooting on College property done for commercial purposes. Commercial purposes include promotional, marketing, commercial, advocacy, or similar purposes, via any medium, including online digital platforms. Should a filmmaker or photographer shooting for commercial purposes have a special request to utilize College property for filming or photography, that request must be directed to the Vice President of Administration 10 days prior to the planned shoot. A determination will be made within that 10-day period.

If approved for commercial filming or photography, the individual or entity seeking approval must provide a certificate of insurance for workers' compensation and

general liability insurance as specified in the approval, naming the College as an additional insured. The individual or entity seeking approval for commercial filming and photography must also agree to indemnify the College from any claims and pay the approved filming or photography fee in advance of the shoot. The College may impose additional fees to cover direct costs for related College services required by the shoot, including safety, security, grounds preparation and restoration, traffic control, facilities, equipment and all other costs associated with the request.

To the extent commercial filming or photography is approved, Lewis & Clark Community College may not be identified as the location, except in those limited circumstances when the Vice President of Administration approves a specific request for such use of College property. Prohibited forms of identifying Lewis & Clark Community College as the location include filming or photographing trademarks, icons, recognizable College landmarks, and merchandise containing trademarked images/logos (such as flags, apparel, posters and other miscellaneous items). Identification also includes verbal references on film or video.

The College reserves the right to restrict filming or photography of a lecture, concert, theatrical production, or similar event. Commercial filming or photography of athletic or other special events requires approval of the Vice President of Administration consistent with this policy.

It is the responsibility of the individual or entity engaging in commercial filming or photography to secure releases from the persons photographed or video recorded in the course of the shoot.

PRIVATE EVENT PHOTOGRAPHY

Individuals or organizations who have been granted a license to use College facilities for special events may film or photograph contemporaneous with the event without an additional permit, including commercial photography or videography, so long as it is consistent with all other aspects of College policies and regulations and is used solely by the licensee for non-commercial purposes.

STUDENT WORK

Lewis and Clark students may film or take photographs on campus as part of an academic project if they obtain approval from their professor or the Vice President of Administration in advance. The student's plans to film or photograph on campus must comply with all College policies.

JOURNALISTS

News organizations are generally permitted to film and take photographs in open areas of the campus. Journalists should contact the Media Services Department beforehand. News reporters and photographers should have media credentials to identify themselves and are expected to follow journalistic codes of conduct and ethics.

Please note: Permission from the College is not transferrable to any other individual or entity. The College reserves the right to deny permission to photograph or film or revoke such permission at any time with or without notice consistent with the interests of the College.