



# PHOTOGRAPHY & FILMING REQUEST FORM

Please fill out this agreement form and initial each point to confirm you have read and agree to the conditions and expectation of UTC Campus Recreation. Submit the completed form to the Coordinator of Operations 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.

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

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

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

If UTC Student or Faculty/Staff, please list UTC ID: \_\_\_\_\_

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\_\_\_\_\_ Photographs and video may not be published, sold, reproduced, transferred, distributed or otherwise commercially exploited in any manner whatsoever.

\_\_\_\_\_ A Campus Recreation assigned media pass must be worn and visible at all times.

\_\_\_\_\_ 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 prior to filming.

\_\_\_\_\_ UTC 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 UTC Campus Recreation Media Policy.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## FOR USE BY CAMPUS RECREATION:

\_\_\_ Approved \_\_\_ Denied \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
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