



Filming Policy

Version: 7/21/2015

Effective Date: [Click here](#) to enter a date.

Policy Summary:

The purpose of this policy is to provide direction to anyone wishing to engage in filming on the campus of The University of Tampa. This includes photo and video shoots, both for personal and commercial purposes.

Applicable/Eligible:

This policy applies to all UT community members, the public and the media.

Exception:

N/A

Policy Administration:

Mandating Authority:

(Check all that apply)

Federal Law

University Precedent

Other: Senior Staff

State Law or Regulation

Accrediting Body

Responsible Office/Department/Committee(s):

Name	Campus Address	Phone Number
Campus Safety	401 W. Kennedy Blvd	813-257-7777
Facilities Rental	Tampa, FL 33606	813-253-6238
Public Information		813-253-6232

Responsible Executive(s):

Name	Title	Phone Number
Kevin Howell	Director of Campus Safety	813-257-7777
Sandi Fernandez	Facilities Enhancement Coordinator	813-253-6238
Eric Cardena	Director of Public Information	813-253-6232

Policy Management:

This policy is the responsibility of the University of Tampa. This includes photo and video shoots, both for personal and commercial purposes. The policy outlines the approval process and requirements for photographers and videographers. The policy applies to the UT community (faculty, staff, students, alumni) and all members of the public.

Date	Version	Reason for Change
6/30/2015	1.0	Initial policy draft
		(add a necessary)

Policy Approval and Review :

Date	Organizational Group
7/21/2015	Senior Staff

Web Link :

Full Policy Text :

All filming on campus photo, video, or other media must be approved in advance by either the Office of Public Information and Publicity or the Office of Facilities Rental.

All filming must be conducted in a manner that does not disrupt the academic process, student life and other activities taking place at the University. A requestor may not control location, such as closing area, blocking pedestrian and vehicular traffic, enforcing quiet zone, etc. Film crews are expected to be unobtrusive, respectful and follow all University policies and standards.

Requests must be given to the University in writing, at least 72 hours prior to the proposed date and time of entering the UT campus for filming. Exceptions may be granted by UT administration.

The media is not subject to the filming policy, but is strongly recommended to all requestors to coordinate with the Office of Public Information and Publicity prior to entering campus to coordinate logistical matters (parking, equipment, interfering with community members, etc.).

Filming may be approved in exterior public areas of campus. Any filming in a non-public area, such as a residence hall, faculty office or classroom, must be pre-approved by the Office of Public Information or Facilities Rental. Upon approval, filming shall not be used to monitor or record an area where there is a reasonable expectation of privacy in accordance with accepted social norms (i.e. aquatic center, fitness center, etc.).

Filming done by UT community members in pursuit of academic purposes is exempt from the policy. However, community members are strongly advised to coordinate with the Office of Public Information or the Office of Campus Safety if their activity may impact in any way the normal operation of the UT campus. If student use a space for filming, the filming must be approved by their advisor and the space is to be officially reserved by their professor and their university department. By policy, students are not permitted to reserve space for individual use.

All commercial shoots will be subject to a filming fee, depending on the complexity of the shoot, and under direction of UT administration (see attached fee schedule)