



**TULANE  
CAMPUS  
RECREATION**  
*Division of Student Affairs*

**Photography and Videography  
Agreement and Request**  
for academic, non-commercial or personal use only

1. Please fill out the information listed below to request access to film and/or photograph in any/all Campus Recreation facilities.
2. Initial after each point to confirm you have read and agree to the conditions.  
Print and bring the completed and signed form to the Reily Student Recreation Center Front Desk with a valid photo ID to receive a Media Pass from a Building Manager. **All fields must be completed.**
3. Return the Media Pass to the Reily Student Recreation Center Front Desk after you have completed your photography/videography and your photo ID will be returned to you at that time.

*Note: The Media Pass can only be checked out the day of the shoot. You must produce a photo ID at the Reily Student Recreation Center Front Desk to surrender in exchange for the Media Pass.*

Name:

Contact Phone Number:

Address:

E-mail Address:

Organization (if applicable):

Purpose of Photography/Filming (be specific):

Requested Photography/Filming Areas/Spaces

Requested Date(s):

Time Start:

Time End:

**Please initial/check to confirm you have read and agree to each of the following conditions:**

Photographs and video may not be published, sold, reproduced, transferred, distributed or otherwise commercially exploited in any manner whatsoever.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 Reily Student Recreation Center locker-rooms, restroom facilities.

All photography and videography must be conducted without disrupting the Department of 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 facilities.

A Department of Campus Recreation Media Pass lanyard must be worn at all times during the approved photo or videography session.

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.

No photography or videography is permitted Mind-Body sessions including yoga, Pilates, and Bhangra dancing. These include sampler classes.

For Group Exercise sessions, you must have prior approval to photography/film these classes. You must arrive 15 minutes prior to the start of the session, explain the photography/filming needs to the Group Exercise instructor, and ask the Group Exercise instructor for permission. You must also get permission from session participants before proceeding with photography or videography.

For any shoot that involves children under the age of 16, you must get permission from the parent/legal guardian.

Tulane University's Department of Campus Recreation reserves the right, at its sole discretion, to withhold and/or withdraw permission to photography on its premises or to reproduce photographs of its facilities, members, and staff.

I hereby releases and fully discharge Tulane University, its trustees, officers, employees and agents, and all sponsors, workers, officials, and volunteers from all liability in connection with my participation and/or my child(ren)'s participation in this activity, for or on account of any injury to or illness of my person or death, or for or on account of any loss or damage to any personal property or effects owned by me and/or my child(ren).

**I have read and agree to the conditions in the Department of Campus Recreation Photo & Video policy**

Signature and Date

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***FOR USE BY DEPARTMENT OF CAMPUS RECREATION STAFF ONLY***

Date and Time of Media Pass issued: \_\_\_\_/\_\_\_\_/20\_\_\_\_; \_\_\_\_:\_\_\_\_ am/pm

Media Pass Number(s): \_\_\_\_\_

Date and Time of Media Pass returned: \_\_\_\_/\_\_\_\_/20\_\_\_\_; \_\_\_\_:\_\_\_\_ am/pm