

# Austin Presbyterian Theological Seminary

## Film and Photography Policy

Photography and videography on campus are permitted for personal, non-commercial purposes by students, parents, faculty, staff, alumni, and visitors. However, such activities must adhere to APTS policy and not disrupt Seminary operations. Filming for the purposes of this policy means all film, photo, and video shooting on Seminary property.

Requests for journalistic, news-related, non-commercial shooting are accommodated if they align with Seminary policies, particularly those safeguarding student and employee privacy. However, APTS reserves the right to refuse permission if the request conflicts with its policies.

Commercial filming/Non-Seminary Student Filming on APTS premises is restricted and requires express permission. Requests must be submitted at least 30 days in advance and will be evaluated on a case-by-case basis in coordination with APTS policies and guidelines.

### Guidelines and Information

The following guidelines are applicable to all film shoots on campus:

- Filming must comply with Seminary policies.
- The production company must not disrupt Seminary operations and must allow Seminary representatives unrestricted access to all Seminary facilities being used for production. Pedestrian traffic may be paused briefly but not completely impeded by the production.
- Safety hazards are prohibited, and prior permission is required for all non-news and commercial shoots.
- Indoor shooting is prohibited without Seminary approval and, if applicable, departmental permission.
- Releases are required for individuals appearing on-camera.
- Fees may apply for the use of certain facilities.
- The Seminary reserves the right to prohibit any content it may deem detrimental to the Seminary, its purpose, or any member of its community. Examples of prohibited items or content include: facsimile weapons, pyrotechnics, and amplified sound that may cause alarm, use of alcohol, tobacco, or recreational drugs, nudity and pornography, racist, sexist, simulated car chases and scenes involving gunfire.
- Commercial works featuring Seminary trademarks, including but not limited to name, marks, indicia, signature colors and images, prominent individuals, and locations, require prior permission from the Director of Communications.
- Use of Seminary Signage within a shoot is prohibited.

### **Commercial Filming/Photography Policy**

Austin Seminary regulates the use of its premises for commercial filming activities to ensure alignment with institutional objectives and community standards.

**Approval Process:** Requests for commercial filming involving photography or videography for television shows, movies, documentaries, or educational projects must be submitted to the Office

of Auxiliary Enterprises at least 30 days prior to the proposed shoot date. All requests are subject to review and approval by the Office of Auxiliary Enterprises, in coordination with established policies and procedures.

***Film Shoot Request:***

Non-news and commercial requests must be submitted in writing to [sgomez@austinseminary.edu](mailto:sgomez@austinseminary.edu). Requests should include the following information:

- Name and description of the requesting person or organization.
- Project description intended use of resulting material, and proposed crew size.
- Proposed shoot date(s), time(s), and duration, including setup and breakdown.
- Copies of proposed legal documents, releases, and agreements.
- Specific site(s) requested, including all locations within the premises.
- Description of proposed equipment and electrical needs.

***Film Agreement, Insurance, and Accommodations:***

Upon approval, the Director of Auxiliary Enterprises will execute a Film/Photo Location Release Agreement specifying the purpose, dates, times, and locations of the shoot. The production company must provide proof of liability insurance as outlined in the agreement. Fees may apply. Any changes to the contract require further approval by the Vice President of Finance and Administration.

The Director of Auxiliary Enterprises will arrange additional accommodation related to the film shoot, such as parking, security, and facility maintenance. Advance communication with the seminary community will be provided when filming occurs in common areas.

**Non-Seminary Student Filming/Photography Policy**

Austin Seminary recognizes the significance of education and aims to facilitate non-seminary student filming activities for academic purposes aligned with learning objectives when feasible.

***Approval Process:*** Requests must be submitted to the Office of Auxiliary Enterprises at least 30 days prior to the proposed shoot date and coordinated with APTS policies. Upon approval, the Director of Auxiliary Enterprises will execute a Film/Photo Location Release Agreement specifying the purpose, dates, times, and locations of the shoot.

***Student Film Shoot Request:*** Student requests must be submitted in writing to [sgomez@austinseminary.edu](mailto:sgomez@austinseminary.edu) at least 30 days before the proposed shooting date. Requests should include the following information:

- Name and description of the requesting student or organization.
- Project description intended use of resulting material, and proposed crew size.
- Proposed shoot date(s), time(s), and duration, including setup and breakdown.
- Copies of proposed legal documents, releases, and agreements.
- Specific site(s) requested, including all locations within the premises.

- Description of proposed equipment and electrical needs.

### **Internal Seminary Filming/Photography Policy**

Austin Seminary departments, colleges, and other established units are authorized to conduct video productions or engage video services for Seminary-related purposes. Specific procedures and guidelines are to be adhered to in such endeavors.

Internal Film Guidelines: Pertain to projects filmed by videographers or productions companies contracted by APTS and intended for distribution by the Seminary.

- Filming activities must adhere to all institutional policies.
- Filming locations must be reserved at least 15 days in advance through the Department of Auxiliary Enterprise.
- The production company must not disrupt Seminary operations and must allow Seminary representatives unrestricted access to all Seminary facilities being used for production. Pedestrian traffic may be paused briefly but not completely impeded by the production.
- No filming will be permitted in classrooms or libraries during midterms and finals or at other relevant times in other sensitive areas. Scenes may not be shot in a classroom in use without express written prior permission of the faculty member.
- Seminary departments, and established units are responsible for obtaining appropriate releases, including permissions for image, voice, performance, and artwork usage, for all individuals featured on-camera.
- Seminary departments and established units are responsible for obtaining all copyright to works being created in a “work made for hire” copyright agreement pursuant to U.S. copyright law, which vests in the Seminary all ownership rights and interests in the work created.
- Advanced communication to the Seminary community is the responsibility of the respective departments when filming occurs in common areas.
- Any special accommodation or services required for the film shoot must be arranged through the Office of Auxiliary Enterprise, including parking arrangements and facility maintenance needs.
- Vendor procurement should comply with Seminary Finance and Administration guidelines. (Evidence of Insurance)
- Videos produced by or for Seminary departments featuring the Seminary trademarks, including but not limited to name, marks, indicia, signature colors and images, prominent individuals, and locations are considered promotional materials and must be submitted to the Office of Communication at least 48 hours prior to dissemination or release. If a vendor is involved in video production, the Communications Team is recommended to be engaged in the final review process before concluding services, to address any necessary revisions.
- Commercial works featuring Seminary trademarks, including but not limited to name, marks, indicia, signature colors and images, prominent individuals, and locations, require prior permission from the Director of Communications.