



## UTS Commercial Photography or Filming

### Introduction

As a higher education institution dedicated to educating its students in a residential setting, Union Theological Seminary (UTS) rarely permits the use of its campus or facilities for commercial filming or photography.

Only in exceptional cases will such requests be granted when it is clear that doing so will not disrupt the activities or operations of the Seminary, and will not jeopardize the privacy of members of our campus community.

### Policy Statement

Commercial photography is defined as the capture of still or motion images on or in a UTS property for the purpose of using that space as a location only, with no intent to convey a UTS activity or use.

As such, commercial photography, still and/or motion, is not permitted on the UTS campus without prior written consent. Filming or image capture for the purpose of news reporting about UTS is distinct and covered separately by the UTS's Access to Campus for News Media policy.

### Procedures

Space requests for commercial photography or filming must be made by contacting [michaelo@uts.columbia.edu](mailto:michaelo@uts.columbia.edu) to discuss the content of the script, availability of rooms and filming schedule, and also by contacting the Office of Communications & Marketing regarding the use.

After a discussion is had about content of script, availability of rooms, and filming schedule, if the request is approved to the move to the next phase, a contract for the use of the space must be sent to [michaelo@uts.columbia.edu](mailto:michaelo@uts.columbia.edu).

Granted requests will be subject to the following:

Space rental and cancellations fees, equipment rental, indemnification agreements and insurance waivers, and other associated costs.

Agreement with UTS's Name Use Policy and other activity-specific policies also will be required.

### Distributing the Commercial Images



Commercial uses of campus images in any form, including but not limited to advertising and merchandising, require prior consent of the Seminary. The Office of Communications & Marketing reviews all commercial use requests.

Related Policies

[UTS Name Use Policy](#)

Use Of Campus Space By External Third Parties

[Access to Campus for News Media](#)

Policy Owner: Office of Housing & Campus Services, Office of Communications & Marketing

Approved By: Office of Housing & Campus Services, Office of Communications & Marketing

Contact Info:

Office of Housing & Campus Services

Email: [facilities@uts.columbia.edu](mailto:facilities@uts.columbia.edu)