



CAMPUS RECREATION

PHOTOGRAPHING/FILMING REQUEST FORM

Telephone (309)298-1228

Fax (309)298-3224

wiu.edu/campusrec

PLEASE PRINT CLEARLY:

Event/Meeting/Activity you want to photograph/film \_\_\_\_\_

Time of Day (Start/End) \_\_\_\_\_ AM /PM to \_\_\_\_\_ AM /PM Day/Date \_\_\_\_\_

Location Requested \_\_\_\_\_

Please indicate the reason you want to photograph/film. Check one. (You must fill out this section.)

Class Project Professor \_\_\_\_\_

Newspaper Article Newspaper \_\_\_\_\_

Newscast Station \_\_\_\_\_

Promotional Context \_\_\_\_\_

Your Name \_\_\_\_\_ WIU ID# \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

E-Mail \_\_\_\_\_ Telephone \_\_\_\_\_

BRIEF DESCRIPTION OF PHOTOGRAPHING/FILMING:

Completed requests must be signed and submitted to the Campus Recreation Office, Room 200A, Spencer Student Recreation Center at least 24 hours prior to the requested time. The contact person will be notified by Campus Recreation when you're your request has been approved. I understand and agree to abide by the rules and policies established by Campus Recreation and Western Illinois University. See reverse side for additional information.

Signed \_\_\_\_\_ Date \_\_\_\_\_

\*\*\*\*\*

VERIFICATION/NOTES:

Post on Scheduler Plus \_\_\_\_\_

Notes on Form \_\_\_\_\_

Confirm by E-Mail \_\_\_\_\_

Copy & Distribute \_\_\_\_\_

FOR OFFICE USE ONLY:

Approved \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ By \_\_\_\_\_

Copies: Equipment \_\_\_\_\_ Facility/Front Desk \_\_\_\_\_ Night Facility \_\_\_\_\_

### **PHOTOGRAPHING/FILMING POLICY AT THE DONALD S. SPENCER STUDENT RECREATION CENTER**

Since some of our patrons are uncomfortable being photographed or filmed, Campus Recreation has adopted the following policy:

1. You must make arrangements by contacting the Campus Recreation Office 24 hours prior to photographing/filming for approval by Campus Recreation.
2. Once you have approval, a sign will be posted the date of photographing/filming in the Spencer SRC to give patrons the opportunity to make other plans if they prefer not to be photographed/filmed.
3. On the date you will be photographing/filming, you must check in with the Front Desk Attendant. A Campus Recreation employee will accompany you to make sure all the patrons are comfortable with the photographing/filming.
4. If this is **not** part of a course assignment, for the Western Courier, WIUTV3 News, or WIUTV3 Sports you will need the permission of the Director of Campus Recreation.
5. If this is **not** part of a course assignment, you will need to bring a Western Illinois University MODEL RELEASE FORM ([http://www.wiu.edu/U-Relations/pdfs/model\\_release.pdf](http://www.wiu.edu/U-Relations/pdfs/model_release.pdf)) for each person who may be identifiable in your photos/film.

### **CAMPUS RECREATION GENERAL INFORMATION**

A **Campus Recreation Photographing/Filming Request Form** must be completed, signed and returned in to the Campus Recreation Office at least 24 hours prior to the time you wish to photograph/film. The time of your request will be honored based on the availability of a Campus Recreation staff member to escort you.

### **FACILITY REQUEST FORM REMINDERS**

If questions arise, timely accurate answers can facilitate a quick response to your request. You may be contacted if additional information is required. Please make sure your contact information is correct. Under Brief Description, please provide enough information to give the Campus Recreation Office a general overview of what you will be photographing/filming. The VERIFICATION space will be used to confirm your request with Campus Recreation Staff.

### **GENERAL USAGE INFORMATION**

6. You shall assume full responsibility for your conduct while photographing/filming. When possible, Campus Recreation will have a staff member available to escort you.
7. You must present a current, valid, WIU ID when entering the Spencer Student Recreation Center unless prior arrangements are made with the Director of Campus Recreation.
8. Western Illinois University is designated as a smoke-free campus. Smoking will be prohibited in all indoor areas.
9. No alcohol, drugs, or advertising promoting alcohol or tobacco products will be allowed on University property.
10. Priority will be given to (a) Campus Recreation Programs, (i.e. Open Recreation, Intramural Sports, Fitness, Aquatics, Sport Clubs, Special Events, etc.), (b) Academic Classes, and (c) Student Organization/Resident Hall events and participants.
11. All individuals using the Spencer Student Recreation Center must wear appropriate footwear (i.e. aerobic, cross training, or court shoes) at all times. Supervisors may restrict the participation of individuals with inappropriate shoes.
12. Those using Campus Recreation facilities must adhere to all applicable rules and regulations regarding parking.
13. Campus Recreation is not responsible for items that are lost or stolen.
14. Campus Recreation reserves the right to assign or restrict the use of facilities.
15. All students must comply with University policies and the Student Code of Conduct.