

The University of Texas at Austin  
Division of Recreational Sports  
Photography and Filming Policies

The University of Texas at Austin Division of Recreational Sports (RecSports) wishes to support the media in publicizing RecSports programs and services and also recognizes the need to support students who require RecSports filming and photography in support of their academic coursework.

Therefore, RecSports permits filming and photography in its facilities when it is consistent with the protection and security of students, RecSports members, employees, facilities and equipment, and avoids conflict with normal use and enjoyment of RecSports facilities, programs and services by members.

The stated policies address photography and filming for non-commercial use by individuals who are RecSports members and the media. While these policies also generally apply to photographers employed by RecSports whose work will be used for divisional marketing media, and to UT-Austin Office of Public Affairs staff in support of university marketing media, these user groups are not addressed in this document. These policies apply to photography and filming in all RecSports facilities, including:

- Anna Hiss Gym
- Belmont Hall
- Clark Field and Basketball Courts
- Gregory Gymnasium
- Gregory Gymnasium Aquatic Complex
- Penick-Allison Tennis Center
- Pickle Research Campus- Thompson Commons Building
- Recreational Sports Center
- Jamail Texas Swimming Center
- Whitaker Fields and Tennis Complex

**POLICIES:**

- Photographs and film may not be published, sold, reproduced, transferred, distributed or otherwise commercially exploited in any manner whatsoever.
- Photography and filming is not permitted in RecSports locker rooms or restroom facilities.
- All photography and filming must be conducted during operating hours and without disrupting RecSports operations and service to its members or limiting access to equipment, stairwells, entrances/exits, high traffic areas or other high-traffic locations within RecSports facilities.
- Prior permission by all photographic subjects must be secured via a signed photo release. (Photographer to provide).



The University of Texas at Austin Division of Recreational Sports reserves the right, at its sole discretion, to withhold and/or withdraw permission to photograph on its premises or to reproduce photographs of its facilities, members and staff.

**PROCEDURES FOR:**

- Photography and filming for private/academic use
- Still photography and filming is permitted for private, non-commercial use only. This includes photography for private use or for a class assignment.

1. Complete Photo/Video Release Form upon recording your name, e-mail and contact number. Form must be submitted at least 24 hours before the anticipated time for photographing/filming. You will be contacted to confirm your request. Please note: business hours are M-F, 8am-5pm, W 8am-6pm and weekend/holiday requests will not be addressed until the next business day.

2. Check-in at the front desk/control desk upon arrival at the RecSports facility.

3. Advise RecSports staff that you have submitted a request to take photographs of the facility for your own personal or academic use. The facility staff will have a copy of the Photo/Video Release Form to verify the approval.

4. When entering the various facility spaces, please check-in with the staff on duty at these spaces, i.e. lifeguards or weight room staff, etc.

5. Upon completion of the photo/film shoot, check out with the RecSports staff at the front desk/control desk.

6. Photographers must seek permission from participants at informal sports facility areas before proceeding with photography.

7. To take photographs at Group Exercise or Mind Body sessions, a request should be made with **48 hours notice**. Photographers must arrive 10 minutes prior to the start of the class to inform the Group Exercise instructor of exact details of the shoot. Any participant who does not want to be in the shot will have the ability to move to one side of the room, which will not be photographed/filmed.



### **PROCEDURES FOR Media photography and filming:**

Members of the media may photograph or film within designated areas of RecSports facilities for the purposes of news coverage or publicity that includes RecSports.

1. Contact the RecSports Communications Staff with as much advance notice as possible - at least 24 hours to ensure availability: (phone) 512.471.3116 (fax) 512.232.4150 or (e-mail) [info@utrecsports.org](mailto:info@utrecsports.org). Please note: business hours are M-F, 8am-5pm, W 8am-6pm and weekend/holiday requests will not be addressed until the next business day.
2. A Photo/Video Release Form will be completed. A copy will be given to the front desk/control desk staff.
3. Check in at the front desk/control desk of the RecSports facility.
4. Advise RecSports staff that you have submitted a request to take photographs of the facility for your own personal or academic use. The facility staff will have a copy of the Photo/Video Release Form to verify the approval
5. Photographers must seek permission from participants at informal sports facility areas before proceeding with photography.
6. To take photographs at Group Exercise or Mind Body sessions, a request should be made with **48 hours notice**. Photographers must arrive 10 minutes prior to the start of the class to inform the Group Exercise instructor of exact details of the shoot. Any participant who does not want to be in the shot will have the ability to move to one side of the room, which will not be photographed/filmed.

### **PROCEDURES FOR Commercial photography and filming:**

Commercial photography requests must be directed to the Recreational Sports Communications Coordinator for their coordination with and approval by the UT-Austin Office of Public Affairs. Contact the RecSports Communications Coordinator at (phone) 512.471.3116 (fax) 512.232.4150 or (e-mail) [info@utrecsports.org](mailto:info@utrecsports.org).

Please note: business hours are M-F, 8am-5pm, W 8am-6pm and weekend/holiday requests will not be addressed until the next business day.

