

## **Videography, Photography, Audio and Electronic Media Recording Policy for Residence Halls and University Student Apartments**

### **Department of Residential Life University of Missouri Columbia**

The residence halls and university student apartments are for the exclusive use of residents and their guests. Videography, Photography, Audio and Electronic Media recording in these facilities will be permitted by Residential Life in accordance with the Videography, Photography, Audio and Electronic Media recording policy. Such activity cannot interfere with the routine functions of the residence halls and university student apartments or the right to a reasonable expectation of privacy by residents and their guests. Recording may not conflict with previously scheduled events or pose a security or safety risk. The planned or possible use or re-use of the recorded media in any form must be consistent with the Standard of Conduct for students, applicable laws and policies of the University.

Videography, Photography, Audio and Electronic Media recording definitions not covered by these guidelines should be referred to the Director of Residential Life. University students who are found to be in violation of this policy may be subject to disciplinary action.

Residential Life defines Videography, Photography, Audio and Electronic Media Recording as:

**Videography and Photography:** The capture of moving or still images by any means on any media or medium now known or that which may be invented in the future, including, but not limited to any device or electronic device that transmits or produces photo or video film or electronic or digital files in any format, or any transmission to another medium or format, including uploading or transmitting such moving or still image to the Internet.

**Audio Recording:** The capture of sound or audio clips or narrations onto any medium, by any means on any media or medium now known or that which may be invented in the future, including, but not limited to, film, videotape, web cameras, or any electronic device that transmits or produces electronic or digital files in any format or any electronic transmission to another medium or format, including uploading or transmitting to the Internet

**Publication:** Publication is divided into two categories of informal and formal publications. Informal publication is defined as those materials used for the sole purpose of social networking or social media. Formal publication is defined as those materials intended for media and/or commercial purposes i.e. advertising, solicitation, reporting, newsprint, etc.

### **News Media Videography, Photography, Audio and Electronic Media Recording**

News media may approach people in the outdoor public areas around residence halls, to request permission to create or record video, photo or audio of them, but media are not permitted in private residence halls to create or record video, photos, or audio of people in the interior

common areas of the residence halls or other related structures without prior permission from the Director of Residential Life and the News Bureau.

Students who reside in the residence halls may give permission for the media to create or record video, photo or audio in the resident's personal room or apartment only with the express permission of all roommate(s) and/or suitemate(s). A resident may only give permission to the media to create or record video, photos or audio in the resident's private room (with express permission of roommates); residents may not give permission to the media to create or record video, photo or audio in any other interior common area in the residence hall such as a hallway, lobby or lounge. Requests by the media to create video, photo, audio and electronic media recording in the interior common areas of the residence halls, university student apartments, and/or related structures should be referred to the Director of Residential Life and the News Bureau.

### **Commercial Videography, Photography, Audio and Electronic Media Recording**

As outlined in the Solicitation, Advertising and Research Policy for Residence and Dining Halls, "Rooms or telephones shall not be used for commercial purposes." All requests for the creation of video, photo, audio and electronic media recording in the residence halls, university student apartments, and/or related structures for commercial purposes should be referred to MU's Senior Director of Auxiliary and Service Operations and the Director of Residential Life. Please refer to the Solicitation, Advertising, and Research Policy for Residence and Dining Halls for further information regarding guidelines for commercial or promotional advertising requests involving the residence halls, university student apartments, and/or related structures.

### **Educational Videography, Photography, Audio and Electronic Media Recording**

#### Requests from Students

Consistent with the mission of the Residential Life department, the following guidelines have been developed to support the academic needs of our students related to video, photo, audio and electronic media recording in the residence halls, university student apartments, and related structures. Students may create video, photo, audio and electronic media within their personal rooms or apartments, with express permission from all roommate(s) and/or suitemate(s). Students requesting to create video, photo, audio and electronic media in the residence halls, university student apartments, and/or related structures, but outside of their rooms or apartments, must abide by the following guidelines. Students found to be in violation of this policy may immediately lose video, photo, audio and electronic media privileges and be subject to disciplinary action.

1. Students must contact the University Student Apartments Administrative Staff or the Hall Coordinator of the building where they desire to create video, photo, audio and electronic media. Be advised that the approval process may take some time dependent upon the request. If the project falls under the definition of formal publication, it will be considered and reviewed as a request for media video, photo, audio and electronic media.

2. Once permission has been granted, students will be given a set of guidelines to follow while creating video, photo, audio and electronic media. These guidelines are designed to help the student complete their project, while also respecting the needs of other students. Guidelines will often include: scheduled times for video, photo, audio and electronic media to take place, specified locations that have been allowed, what and who can be included in the video, photo, audio and electronic media, etc.
3. Students are expected to discuss any changes to the original proposal and/or the agreed upon guidelines prior to the beginning or continuation of video, photo, audio and electronic media recording with the Residence Hall Coordinator or the University Student Apartments Administrative Staff or Resident Manager. Failure to do so may result in immediate loss of video, photo, audio and electronic media recording privileges and disciplinary action.
4. Permission is granted on a case-by-case basis. If permission was received for one project, it does not guarantee that permission will be granted for all similar projects. Students will need to complete this process for every project involving an educational need for video, photo, audio and electronic media recording in the residence halls, university student apartments, and/or related structures.

#### Requests from University Departments/Offices and External Groups

All University Departments/Offices and External Groups requesting to create video, photo, audio and electronic media within the residence halls, university student apartments, and/or related structures for educational purposes should be referred to the Associate Director of Residential Life for Residential Academic Programs and the Residential Life Marketing Strategic Communications Manager. Approval will be granted on a case-by-case basis. Once approval has been received, Residential Life staff will work with the university department/office or the external group in order to complete the project and respect the needs of other students.

**Videography, Photography, Audio and Electronic Media Recording General Guidelines Agreement**

Title/Description of Project: \_\_\_\_\_

Project Leader(s): \_\_\_\_\_

Scheduled time and date: \_\_\_\_\_

Specific Locations (include room #'s if necessary):  
\_\_\_\_\_

General Guidelines to follow while creating video, photo, audio and electronic media

1. Video, photo, audio and electronic media recording cannot interfere with the educational, research, and normal functions or previously scheduled events of the residence halls and university student apartments.
2. Video, photo, audio and electronic media recording cannot pose a security or safety risk.
3. The planned or possible use or re-use of the video, photo, audio and electronic media recordings must not be deemed inconsistent with the interests of, or in violation of, the policies of the University and Residential Life.
4. You must schedule time(s) and date(s) for video, photo, audio and electronic media recording to take place.
5. You must use the specific location(s) that have been approved.
6. You must stick to what and who can be included in the video, photo, audio and electronic media recording general guidelines agreement as it has been approved.
7. You must discuss any changes to the original proposal and agreed upon guidelines prior to the beginning or continuation of the video, photo, audio and electronic media recording with the Residential Life staff member in which you reviewed these guidelines with after receiving approval.
8. One approved project does not guarantee another project approval, nor does it give approval for a certain timeframe. It is granted on a case by case basis.

Guidelines Specific to this Project (completed by Residential Life Staff member):

By signing below, I am agreeing to the above guidelines and acknowledging that if the guidelines are not followed I may be subject to disciplinary action.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date