

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

PHOTOGRAPHY AND VIDEO POLICIES

INTERIM

Number 08.01.04

Division Strategic Communications

Date August, 2014; Reviewed/Revised August 22, 2025

Purpose The purpose of this policy is to establish proper use and access to photographic or video images either produced on campus by external firms or by the Office of Marketing and Communications (OMC).

Scope. This Policy applies to all faculty, staff, students, and visitors while on the campus of The University of Alabama in Huntsville ("UAH" or "University") or at off campus locations controlled by the University.

Policy All photographs and video produced by OMC and/or any other University entity are the property of The University of Alabama in Huntsville. Photos and videos should be credited to the University in the following format: **Photo courtesy of NAME/UAH**

University images produced by OMC may be provided to media in order to facilitate news production; however, access to this property is controlled by OMC.

Images produced for and provided to an OMC client remains the property of UAH and cannot be shared with other parties, or used in any way other than the original intended purpose of the photo/video. Secondary photo/video usage requests must be granted by OMC.

Personal photography and videotaping are defined as capturing informal images of self, friends, and/or family. Personal photography and videotaping are permitted on campus, in all outdoor spaces and within all facilities, with the exception of any personal space including locker rooms and restrooms. Personal photography used for commercial purposes is prohibited.

Because of concerns that the resulting images may later be used without the University's knowledge or permission, shooting of commercial stock photography on the UAH campus is not permitted.

Requests to shoot commercial video or photography should be made in writing to omc@uah.edu a minimum of five days prior to your need-to-know deadline to allow time for appropriate approvals to be sought. This should be

accompanied by a script, storyboard, or a rough layout of the proposed product. Proof of insurance is also required. Insurance requirements for non-UAH groups, programs, activities, and vendors/contractors utilizing UAH grounds and/or facilities are set forth in the UAH Facility and Grounds Use Insurance Policy (06.08.10), and may also be found in the insurance- related appendices of UAH facility and grounds use contracts. Certificates of insurance on ACORD-25 forms evidencing appropriate insurance coverages are required.

When photography and videography will be taking place during events, any individuals attending who are under the age of 19 must have a signed photo consent on file with OMC and/or the hosting department.

Any UAH affiliate or third-party entity hosting or participating in programs for or that involve interaction with individuals under the age of 18 must follow the University's Youth Protection Policy as well as all applicable state and federal privacy laws governing the authorized use of a minor's image or likeness.

For reasons of safety and security, use of unmanned aircraft systems in the airspace above the UAH campus, whether for photography, instruction or recreation, requires specific prior permission from Rotorcraft, OMC, and the UAH Police department.

Procedure To obtain and/or access OMC photos and videos, and for secondary or additional usage of University produced images, contact the Office of Marketing and Communications, 256-824-6414. Requests will be reviewed and approved respectively.

Journalists seeking UAH B-Roll can access our archive at www.uah.edu/about/campus-photos.

Review The Vice President for Strategic Communications is responsible for the review of this policy every five (5) years (or whenever circumstances require).