

Filming and Photography on Campus

The natural beauty of the Rollins campus and its distinctive Spanish Mediterranean architecture make it a frequently sought-after backdrop for photos, films and events.

Rollins College facilities and grounds are primarily designed and reserved for supporting the educational mission of the institution. Secondly, Rollins facilities are used to facilitate related activities of significant interest to the College. The facilities and grounds may also be made available to other external clients for approved purposes. Requests for filming and photography on the Rollins campus will be assessed regarding their potential value to Rollins; the level of potential disruption to students, staff, and faculty; and staff time and resources required.

Any individual or organization wanting to engage in photography or videotaping on the Rollins campus for broadcast or public distribution must contact the Office of Marketing and Communications. If you are interested in reserving space for an external event, please contact [Scheduling and Event Services](#).

Approved requests for filming or photography on campus are considered Sponsored/Hosted Events.

Procedures

- 1) All requests should be directed at least two weeks in advance to Lauren Bradley, Director of Public Affairs, Office of Marketing & Communications at lbradley@rollins.edu or 407-646-2203.
- 2) A Rollins employee will serve as the event host and will coordinate details with appropriate personnel at the College.
- 3) All external groups using Rollins facilities or grounds are required to provide a certificate of liability insurance.
- 4) All external groups will be required to sign a Rollins Event Services contract.
- 5) External groups may be required to pay a rental fee and/or overtime for weekend or evening events.

Amateur photographers wishing to take pictures of Rollins for their personal enjoyment are welcome to photograph exteriors of academic, administrative buildings, and athletic complexes. Please respect the privacy of campus residences and the rights of Rollins students, employees, and visitors not to be photographed without their knowledge and permission. If there is a request to use the interiors of buildings, please contact Lauren Bradley. Use of drones can constitute a violation of privacy and are therefore prohibited on the Rollins campus at this time.