

Rollins

SCHEDULING & EVENT SERVICES

Addendum for Amateur/Personal Photography during the COVID-19 Pandemic – Phase 2

Introduction: The health and safety of the Rollins Faculty, Staff, and Student community remains our top priority during the COVID-19 pandemic. In order to reduce risk, we have updated the following addendum to be in place for the duration of the pandemic regarding amateur or personal photography. Amateur or personal photography is defined as photography used for personal use or distribution, including but not limited to: photography for hobby purposes, engagement or wedding photos, family/holiday photos, or personal/professional headshots.

Scheduling & Events Services (SES) will collect requests for those that are interested in amateur or personal photography for indoor photoshoots only. SES will evaluate the request regarding the availability and logistics of the requested location(s). Following initial approval, SES will consult with Campus Safety, Facilities, and other campus offices that may be affected. SES and External Relations will be responsible for implementing, monitoring and enforcing the provisions of this policy.

GUIDELINES

The policy below outlines new standards for approving amateur or personal photography while on Rollins' campus during the COVID-19 pandemic:

1. Outdoor photography will return to pre-COVID protocols. Photo passes and fees will not be necessary for any amateur/personal photography sessions.
2. For any **indoor photoshoots**, the following policies will remain in place:
 - a. Mask wearing: In accordance to Rollins College policy, we will require masks to be worn for the duration of the shoot.
 - b. Three-foot social distancing will remain in effect.
3. On campus parking is not provided for amateur or personal photo shoots. Please park in the Suntrust Parking Garage off of Park and Lyman Avenues.
4. Rollins College has complete discretion and authority over all requests and reserves the right to modify this policy as needed to promote safety and wellness.

Requests for **indoor amateur/personal photoshoots** must comply with the following conditions and guidelines:

1. A **request form** must be filed by the requester with ER & SES at least ten business days prior to photography. The form is available here:
<https://rollinscollege.wufoo.com/forms/m1dbf9f81lcr8fh/>
2. **Location/Staffing Fees**
Charges for the use of the Rollins campus may be determined on a case by case basis depending on the scope of the project. Standard pricing is listed below:

Still Photography

Up to two hours of shoot time (including set up and break down time): \$500.00

Each additional hour: \$250.00

3. Alterations

Rollins College prohibits the alteration of existing spaces or facilities (e.g., repainting, moving of furniture) for any purpose.

4. Indemnity and Insurance

All requesters must sign a contract listing the terms of the agreement, with terms agreeing to pay the location/staffing fee and provide corresponding liability insurance.

General liability coverage with a minimum amount of \$1,000,000 and other insurance as required by the Office of Risk Management must be filed at least five business days prior to photography.

5. Scheduling

Date, time, and campus location(s) for the shoot will be scheduled by the Scheduling and Event Services department in accordance with location availability, the campus event calendar, and staffing availability.

PROCEDURES

All procedures outlined in standard "Filming, Videotaping and Still Photography for Commercial and Entertainment Purposes" policy will be followed. For amateur or personal photography, Scheduling & Event Services will evaluate the request and schedule based on client and department staffing availability.