

Transylvania University

Facility Use Procedure and Policy for Outside Groups

All outside facility reservations must adhere to this community standard, to Transylvania University's individual facility requirements and to the university's policies upheld by the cabinet of the president.

PROCEDURE:

Requesting outside organizations must have a Transylvania host for any event on Transylvania property as outlined in the Facilities Use Request Form – Outside Organizations at the end of this document. A Transylvania host can be any University faculty member or staff representative – with department affiliation for the requested event. If there is no appropriate host, please contact the Office of Marketing and Communications.

To reserve a Transylvania University facility for an event, you must first contact your Transylvania host or the Office of Marketing and Communications to see if the venue and date are available.

All facility managers (listed in Appendix A) will confirm with you that your event has been submitted to the events calendar.

POLICY

1.0 Purpose: The purpose of this policy is to set forth the conditions under which Transylvania University facilities may be used by persons or organizations for an event. The primary use of any Transylvania University facility shall be for purposes related to the University's mission. The instructional, research and service needs of the University shall take precedence over any other prospective use of University facilities. There may be additional policies specific to certain facilities or for specific events, and they may include more restrictive provisions than this policy. Persons or organizations seeking to use any University facility are advised to inquire about the existence of any such additional policies at the time they reserve its use.

1.1 The following issues are considered when use of Transylvania University facilities is requested by an outside organization:

- Providing ample space and time for Transylvania students, faculty and staff
- Creating positive exposure of Transylvania's campus.
- Being a good community partner.
- Being aware of the wear on the facility.
- Generating additional income for the University.
- Keeping a safe environment for all constituents.

1.2 Facilities with additional policies include (but not limited to) Clive M. Beck Athletic and Recreation Center, the Mitchell Fine Arts Center, and the William T. Young Campus Center.

2.0 Applies to: This policy applies to any and all facilities owned, leased or under the authority of Transylvania University, including all facilities on the main campus, as well as all facilities at other locations. "Facilities" shall include all buildings and structures, grounds, sidewalks, recreation areas and streets considered part of the campus of the University. University facilities are divided into two general categories: publicly available facilities and instructional facilities.

2.1 Publicly Available Facilities are those facilities, which the University makes available for use by individuals, and groups that are not otherwise affiliated with Transylvania University. A list of these facilities may be viewed at Appendix A. Any approved individual or group, including Transylvania University students, faculty and staff, may

reserve and use the facilities for any lawful purpose that align with section 1.1. There may be a fee associated with the use of any publicly available facility. Information regarding fees and reservations for these facilities can be obtained by contacting the individual listed in Appendix A. Please note that many of these facilities have specific restrictions as to occupancy, hours of use, etc., and may not be available or suitable for every requested use. Use of alcohol at any event at a publicly available facility is subject to University policies, as stated below in section 3.2 of this policy.

2.2 Instructional Facilities are those facilities of the University that are not publicly available during the academic year and are only available to Transylvania University students, faculty, and staff and officially recognized University organizations. Use of these facilities shall be restricted to activities related to the instructional, research and service missions of the University. During non-instruction periods of the year, some instructional facilities may be used (on a space-available basis) by non-affiliated groups holding summer programs on campus provided. Such use is approved by the Vice President for Academic Affairs and Dean of the University.

2.3 Procedures for the Use of Transylvania University Facilities: Requests for the use of Transylvania University facilities are to be submitted via the Facilities Use Request Form - Outside Organizations (included in this policy) by the Transylvania host to the facility manager for the requested site. Any outside group without a host may submit their request through the Office of Marketing and Communications. Hosts should check with the facility manager when making reservations to ensure all requirements are met. The completed Facilities Use Request Form should be submitted no later than 30 days prior to the anticipated use. Submission of the form does not guarantee permission for use of the facilities requested. Requests within 30 days of the scheduled event may be considered as space allows.

Generally, competing requests for use of a facility will be resolved on a “first-come, first-served” basis; however, exceptions may be made at the discretion of the facility manager (and their cabinet member when necessary), following the order of:

1. Academics/Athletics
2. Office of the President
3. Cabinet of the President
4. Department chairpersons
5. Student organizations and
6. Outside (non-Transylvania affiliated) requests

Upon completion of the Facility Use Request Form, the cabinet member for the Transylvania Host must grant first approval of the request. The final approval for all facility requests is then granted or denied by the Vice President for Finance and Business.

2.4 Department consultations: If the facility space is available, and the event has been approved (the requirements of the event are satisfactory), the organization representative and Transylvania University host shall meet (in person, by phone or by email) to determine the details of the event (i.e. set-up, equipment needs, staff needs and teardown).

- The Department of Public Safety will be consulted regarding parking and security issues prior to the approval of any activity that may generate security or parking management concerns or needs. Facility use may be denied based on parking and security issues.
- The Facilities Management department will be consulted regarding setup and operational needs prior to the approval of any outside group using the facility.
- University Food Service is available for catering and/or meal accommodations for event attendees on campus during dining hours. Third party caterers may be used on campus.

- Organizations should notify their Transylvania University host if Internet/wireless access is needed. This should also be indicated on the request form.
- Any programs being held for fundraising purposes must be approved by both the Vice President for Advancement and the Vice President for Marketing and Communications.

3.0 Compliance of University Policies: All groups using Transylvania University facilities must follow University policies, which can be found online at www.transy.edu/newsroom/communications/policies, which includes:

- Canvassing by Non-Transylvania Groups
- Free Speech and Demonstration Policy
- Weapons-Free Campus Policy
- Alcohol Policy
- Drone and Unmanned Aircraft Policy

3.1 Transylvania University is a Tobacco Free Campus: In hopes of promoting a healthier environment and to reduce second-hand smoke exposure, Transylvania University has adopted a policy that prohibits smoking in public indoor and outdoor areas of campus. The policy includes the use of all tobacco products, both smoking and smokeless.

- All indoor and outdoor University owned areas.
- All University owned parking lots. Smoking in personal vehicles is prohibited if that vehicle is on University owned property.
- The policy will be enforced 24 hours a day, seven days a week and applies to all faculty, staff and students as well as all contractors, visitors and other non-employees. All persons must be willing to openly communicate when a person is in violation. The concept of self-reporting can only succeed with some form of stated guidelines and/or procedures. The following guidelines are in place to respond to violations of the tobacco policy:
 - o Faculty/Staff – If a faculty or staff member is violating the policy, a complaint will be filed with Human Resources (HR).
 - o Student – If a student is violating the policy, he/she will be reported in writing to the Office of the Dean of Students.
 - o Visitors – Building supervisors and event planners will be responsible for communicating the policy to all visitors. Failure to comply could result in removal from the campus.

3.2 Terms of Use: Certain restrictions must be imposed on users of campus facilities to protect the university's primary functions, public image, institutional integrity and/or tax-exempt status:

- Tax Considerations: The University will comply with all federal, state and local laws and regulations.
- Promotional Disclaimer: Users may not state or imply university sponsorship or endorsement of their activities without the university's consent. Promotional material and advertising for non-university sponsored activities must include the following disclaimer – "this is not a Transylvania University program".
- Filming/Photography: The filming and/or photography of activities or facilities on campus for external use purposes requires prior approval by the VP of Marketing and Communications. A fee may be charged for such filming and/or photographing (See Appendix D).

- General Conditions: University rules and regulations must be respected and followed by all users of facilities. These rules include but are not limited to the following:
 - o Users may not engage in activity that interferes with the university's programs and freedom of movement by the campus community.
 - o Users must communicate with university representatives in an appropriate, professional manner.
- Alcoholic beverages may not be served or consumed in university facilities unless approved in advance by the university and where an appropriate state liquor permit and \$1,000,000 insurance coverage (with liability) has been obtained. (See Appendix B)
- Traffic and parking regulations are in effect at all times.
- Skateboards, bikes, scooters or hover boards are not permitted inside any campus facility. Hover boards are not permitted anywhere (inside or outside) on campus.

4.0 TRANSYLVANIA UNIVERSITY FACILITY USE POLICY is used in addition to policies of Clive M. Beck Athletic and Recreation Center, the Mitchell Fine Arts Center, and the William T. Young Campus Center. Other facilities may have additional policies and will be available via their specific facility manager.

Organizations/individuals who do not comply with the above-stated policies may not be granted additional access to Transylvania facilities in the future.

I have reviewed and agree to act in full compliance of the Facility Use Procedure and Policy of Transylvania University.

Printed Name	Signed
_____	_____
	Date

	Company or Affiliation

TRANSYLVANIA UNIVERSITY
Facilities Use Request Form – Outside Organizations

Instructions:

As an educational community, the University is open to making its spaces available to outside organizations when such usage does not detract from our primary mission of educating our students.

It is important that the University know who is on campus, how they are using our facilities and the purpose of such usage. Our goal is for these organizations, in utilizing University space, to have an outstanding experience on our campus at a fair fee. However, the University cannot unknowingly accept liability or reputational damage for events it does not control.

Part I should be completed by the outside organization and should be returned to the University host that the organization has procured. This form should then be forwarded to the University host.

Part II should be completed by the University employee who has agreed to serve as host for the event. The host is responsible for getting the cost estimate from Facilities Management. Once Part II has been completed, the form should be forwarded to the host's cabinet member to complete Part III.

Part III is to be completed by the host's cabinet member and forwarded to the VP for Finance. The VP for Finance will provide the final approval and will distribute the approved Facilities Use Request Form – Outside Organizations to all parties. Note, an event is not approved until this final distribution has taken place.

TRANSYLVANIA UNIVERSITY
Facilities Use Request Form – Outside Organizations

Part I: To Be Completed By Requesting Individual/Organization

Name of Individual or Organization: _____

Type of Organization: _____ Individual _____ Corporation

If a corporation: _____ Non-profit _____ 501 (c) (3)

Contract Person: _____ Name _____ Phone _____

Address: _____

Email Address: _____

Facility Requested: _____

Date(s) Requested: _____

Times Requested: _____

Specific Description of Use of Space: _____

Describe any alteration of space (banners, signs, movement of furniture, etc.) _____

Estimated Occupancy/Attendance: _____

Describe any Transylvania Resources to be used (utilities, equipment, etc.): _____

If approved, individual or organization will be required to furnish Transylvania University with a certificate of insurance naming Transylvania as a named insured on a general liability policy having an insured value of not less than \$1,000,000. Is the individual/organization able to comply with this requirement? _____

Signature: _____ Date: _____

Part II: To Be Completed by Requesting Transylvania Host

Name of Host: _____

Please describe why hosting this event is in the best interest of Transylvania University: _____

Confirmation that Venue is Available for Date Requested: _____ Yes _____ No

Describe specific agreement with Transylvania personnel on fees to be charged: _____

By signing below, I understand and commit to my responsibilities as host, including the requirement that I or my representative be present at all times while the requesting organization is present on campus.

Host Signature

Date

To Be Completed by Facilities Management:

Labor cost estimate: \$ _____

Additional utility costs: \$ _____

Supplies cost: \$ _____

Total cost \$ _____

Part III: Approval

Cabinet Member for Host has discussed with building/site coordinator _____ Initial _____ Date

A copy of the approved request form should be forwarded to:

Department for Public Safety

Facilities Management Department

Communications and Marketing Department (who will post the event on the University calendar)

Dean of Students office

Building/Site Coordinator

Appendix A
Facility Use Procedure and Policy
FACILITY MANAGERS

This is a list of Facility Managers that are responsible for reserving the space and managing any facility-specific requirements. They do not approve events; that process is outlined in PROCEDURE and in Section 2.3.

PUBLICLY AVAILABLE SPACES / LOCATION FACILITY MANAGER

Beck Center - Assistant Director of Athletics

Brown Science Center - Natural Sciences & Mathematics, Administrative Assistant

Cowgill Center - Business, Economics and Education Social Sciences Administrative Assistant

Graham Cottage - Development & Alumni Administrative Assistant

Alumni Plaza - Office of Marketing and Communications

Mitchell Fine Arts Coleman, Carrick, Haggin Auditorium and Little Theater - Technical Director

Old Morrison Chapel - Office of Marketing and Communications

Appendix B

Transylvania University Alcohol Policy

I. Introduction

This document establishes the University's policies and procedures for using, serving, and selling alcoholic beverages on property owned, leased, or controlled by the University, and at University events.

The goal of this alcohol policy is to ensure prudent and safe use of alcoholic beverages in compliance with state laws and University policy and in keeping with the University principles of respectful behavior and civility as well as the educational mission to promote responsible behavior regarding the service and consumption of alcoholic beverages.

The intent of the policy is that those who consume alcohol appreciate the potential consequences and those who serve alcoholic beverages at University functions or in University facilities understand their responsibilities and the liability issues attendant to alcohol use.

The University is committed to providing a healthy and safe workplace for all members of the University community. The possession and consumption of alcoholic beverages is controlled by Kentucky law, local ordinances, and University regulations. All members of the University community shall abide by these laws and regulations.

The oversight, implementation, and enforcement of this policy is delegated to the Vice President for Finance and Business, who in turn may delegate these responsibilities to other University offices or officials as appropriate. The Vice President for Finance and Business has delegated approval of events involving the presence of students at events involving alcohol to the Vice President for Enrollment and Student Life.

Specific alcohol related policies and procedures for issues related to employees are found in Employee Manual. Specific alcohol related policies and procedures related to students and student organizations are found in the Student Handbook

II. Entities Affected

This policy applies to all members of the University community, including faculty, staff, students, and visitors.

III. Policy

The University prohibits the use, serving, or sales/selling of alcoholic beverages on University property and at University events and activities, except with specific pre-approval as authorized by this policy.

IV. General Rules and Prohibited Uses of Alcohol

- A. Serving, selling, or using alcoholic beverages on University property and at University events shall be in compliance with all applicable Kentucky laws, local ordinances, and or any University regulations.
- B. All University events where alcoholic beverages are served, sold, or used shall be approved in accordance with this policy.
- C. In general, alcoholic beverages are not permitted in classrooms, laboratories, and/or offices at any time, unless permission is obtained from the responsible cabinet member.
- D. Use of alcoholic beverages in residential facilities. The University's alcohol policy is consistent with

Kentucky State Law prohibiting the consumption and serving of alcoholic beverages by and to individuals who are under 21 years old. Individuals who are of legal drinking age and choose to consume alcohol must do so in a responsible manner. Additionally, members of the university community are responsible for behaving in a manner that is not disruptive or endangering to the university community. Being under the influence of alcohol shall not be considered a mitigating factor for an individual's behavior.

E. Registered student organizations shall comply with University regulations and with state and local laws regarding the conduct of members and guests at all times. For social occasions, student organizations shall abide by all guidelines published by the Dean of Students. During social events, student officers shall be accountable for compliance by members and guests. Violation of this regulation may result in discipline of the organization.

F. Alcoholic beverages are prohibited at University athletic events unless otherwise approved.

V. Serving and Sales of Alcoholic Beverages

A. The Vice President for Finance and Business or appropriate member of the President's cabinet may authorize the serving or sale of alcoholic beverages on University property or at University events, provided that such use does not violate any law or University regulation and meets all of the requirements of this policy. Written requests shall be directed to Vice President for Finance and Business or appropriate member of the President's cabinet with oversight of the event. Any desired exception to the University alcohol policy should be directed to the respective cabinet member and then forwarded to the Vice President for Finance and Business for final review. The Vice President for Finance and Business may consult with the Risk Management Advisory Committee or the President in making the determination whether to approve or deny the exception request.

B. In addition, reservation of any facility is subject to approval of the University official responsible for the facility, and reservations are subject to University regulations on facilities.

C. Approved events at which alcohol beverages are served or sold shall meet the following requirements:

1. Private events that are not open to the public;
2. Events for which tickets have been sold or invitation or membership is required;
3. Events held in one of the facilities or areas listed in Section VI below or inside another specifically designated and approved space; and
4. Events where the majority of the attendees are age twenty-one (21) and above.

D. A third party caterer officially licensed and in good standing with the Kentucky Alcohol Beverage Control Board must be responsible for the serving and sale of the alcoholic beverages on University property or at University events. The caterer shall be insured for the event either through a rider to an existing policy or through the purchase of event insurance coverage. Such coverage shall include naming of the University as an additional insured party and shall be in an amount determined by the Vice President for Finance and Business.

E. The sponsor of the event and the licensed, insured caterer shall take affirmative and appropriate steps to ensure that persons under the age of twenty-one (21) are not served alcohol.

F. Serving, selling, or using alcoholic beverages at any official University event that is held at a personal residence or other off-campus private facility, shall comply with all aspects of this regulation. This

includes using a third party caterer officially approved to serve or sell the alcohol.

G. At any University sponsored event at which alcohol is served or sold:

1. Non-alcoholic beverages must also be provided
2. Food must be provided
3. Signage should be posted warning guests not to drink and drive
4. Signage should be posted about available transportation options, such as taxi, Uber and Lyft.

VI. University Facilities and Events where Alcoholic Beverages Are Permitted

Alcoholic beverages may be served or sold in the following University facilities:

1. Graham Cottage
2. Old Morrison Board Room
3. Alumni Plaza
4. Fourth Street Athletics Complex Community Room
5. Beck Center Hall of Fame Room
6. Beck Center Performance Gym (when converted to banquet space)
7. Morlan Gallery
8. J. Douglas Gay Library
9. Lobby areas of the Haggin, Carrick and Little Theaters
10. Facilities leased by the University from a corporation holding a valid alcohol license.
11. Other campus facilities with advanced written approval of the responsible cabinet member.

Appendix C

Transylvania University Athletics Usage Parameters and Facility Rental Rates

The following issues are considered when use of Athletic facilities is requested by an outside organization:

1. Providing ample space and time for Transylvania students, faculty and staff, particularly student-athletes and teams.
2. NCAA guidelines.
3. Creating positive exposure of Transylvania's campus, i.e. recruiting opportunities.
4. Being a good community partner.
5. Being aware of the wear on the facility.
6. Attempting to generate additional income for the University.
7. Keeping a safe environment for all constituents.

Outside Events (external to Transylvania) will be scheduled sparingly during the months of August through May due to university usage. Events may be considered tentative pending finalization of athletic competition schedules.

Athletic Facility Rental Request Procedures:

1. Requests for reservations can be made by completing the Athletic Facility Usage Request for Information Form and submitting to the Assistant Athletics Director. Requests will be answered within ten business days. General questions about the athletic facilities can be made by calling 859/233-8612.
2. If the facility space is available, and the event has been approved (the requirements of the event are satisfactory), the lessee and Transylvania University staff representative shall meet (in person, by phone or by email) to determine the details of the event (i.e. set-up, equipment needs, staff needs and teardown).
 - a. The Department of Public Safety will be consulted regarding parking and security issues prior to the approval of any activity that may generate security or parking management concerns or needs. Facility use may be denied based on parking and security issues.
 - b. The Facilities Management department will be consulted regarding setup and operational needs prior to the approval of any group.
 - c. Lessee should notify Transylvania University during this time if internet/wireless access is needed.
 - d. Any programs being held for fundraising purposes must conform to the university policy governing fundraising activities and must be approved by both the Dean of Students and Vice President for Advancement.

Athletic Facility Rental Agreement:

1. After all details for the event have been confirmed, an Athletic Facility Rental Agreement shall be sent to the lessee. The Athletic Facility Rental Agreement should be returned along with the required certificate of insurance and required deposit by date specified on rental agreement in order to avoid penalties and/or cancellation. The deposit is non-refundable. If the University closes (i.e., inclement weather) and the event is cancelled, no charges will apply and the deposit will be refunded.
2. Lessee is responsible for a certificate of liability insurance in the amount of \$1,000,000 with Transylvania University listed as an additional named insured.
3. The facility rental, ticket revenue sharing, and event operations costs reflected on the Athletic Facility Rental Agreement are estimated costs. The facility rental fees are based on the number of hours reserved and any additional

hours used in the facility. After the event, the lessee shall be invoiced, with all final charges.

NCAA Compliance Guidelines: Please be advised that the request for renting athletic facilities that involves prospect-aged individuals (i.e., participants) and/or Transylvania University coaches or staff will have to meet the NCAA rules regarding contact and evaluation.

Terms of Use: Certain restrictions must be imposed on users of athletic facilities to protect the university's primary functions, public image, institutional integrity and/or tax-exempt status.

1. Tax Considerations: The University seeks to comply with all federal, state and local laws and regulations.

2. Promotional Disclaimer: Users may not state or imply university sponsorship or endorsement of their activities without the university's consent. Promotional material and advertising for non-university sponsored activities must include the following disclaimer – "this is not a Transylvania University program".

3. Filming/Photography: The filming or photography of activities or facilities on campus for external use purposes requires prior approval by the Communication department and Athletic Compliance department.

4. General Conditions: University rules and regulations must be respected and followed by all users of facilities. These rules include but are not limited to the following:

a. Users may not engage in activity that interferes with the university's programs and freedom of movement by the campus community.

b. Users must communicate with university representatives in an appropriate, professional manner.

5. Tobacco free Campus: The use of all tobacco products, both smoking and smokeless, are prohibited on campus. This policy includes all indoor and outdoor university owned properties including parking lots.

6. Drones: The use of drones is subject to the University's policy on drones and requires approval in advance by the Office of Marketing and Communications.

7. Hoverboards: The use of hoverboards is strictly prohibited on the Transylvania University campus.

8. Firearms are not permitted on campus or in any athletic facility.

9. Alcoholic beverages may not be served or consumed in university facilities unless approved in advance by the university and in accordance with the University alcohol policy as detailed previously in Appendix B.

10. Traffic and parking regulations are in effect at all times.

Additional Terms of Agreement

Admission/Gate Receipts: Transylvania reserves the right to keep admission fees (i.e., gate receipts, tickets) or join in a sharing revenue opportunity (i.e., percentage of total gate) with Lessee. If this option is exercised by Transylvania it will be outlined in the rental agreement noted as yes with the percentage share that is due Transylvania at end of event.

Medical Requirement: Medical staff shall be required for all athletic based events at Lessees' expense unless own coverage is provided and rights to medical coverage provided by the University are waived. This must be waived prior to the event.

Finalized Agreement: Upon receiving a finalized agreement with deposit and certificate of insurance, Transylvania will lock the dates for the Lessee and finalize the agreement. The agreement may specify dates that penalties will be charged as well as when the agreement is null and void thus releasing the space.

Lessee may not assign this agreement in whole or in part, without the prior written consent of Transylvania. No acts performed, or representation made by Lessee with respect to third parties shall be binding on Transylvania.

Only the facility and spaces that have been contracted with Transylvania University are permissible for use. Guests and spectators are not to utilize the cardio equipment or weight room equipment or any other space that is not contracted at any time during the event.

Cancellations: If Lessee cancels the event/activity without a fourteen-day advance notice, Transylvania may hold Lessee liable for all fees related to the event/activity.

Transylvania, or its designated agents, shall have the right to terminate this agreement without penalty for breach by Lessee or when required due to causes beyond the control of Transylvania such as acts of God or damage or destruction to its facilities.

Due to University events that may arise during the school year, we reserve the right to cancel, postpone, or change the time of your event/activity with at least one-week prior notice.

Damages: Any damages to facility or equipment within facility will be the sole responsibility of the Lessee who will be invoiced accordingly.

Payment: Payments are required as specified in the contract. Any payments not received within timeframe as outlined, may suspend or permanently restrict the lessee from further Transylvania University rental agreements.

Event Operation Expenses: For those athletic facilities where expenses are added to the rental price, the Lessee shall be charged the facility rental fee and event operation expenses. Event operation expenses may include, but are not limited to set-up, tear down, security, ushers, ticket takers, EMS, athletic trainers, traffic and parking, janitorial services, electronic services, electrical services, scoreboard services, physical plant services, sports information services, ticket office services, equipment rental and administration fees. Event operation expenses will not be reduced or waived.

Custodial: As a general rule, at least one custodian or other type of Transylvania University employee is required to be on duty for all rentals. If the University determines additional custodial or other personnel are required, the applicant will be charged accordingly.

Security: If the University determines that security is required for an activity, at least one law enforcement officer must be on duty at all times designated by the University. If additional law enforcement personnel are required, the applicant will be charged accordingly.

Setup: If the setup requires additional hours to reserve the facility, these hours will be billed to the Lessee and will include the cost for a Facility Manager to be present. If the setup changes from the execution of the agreement, Lessee will be responsible for all additional costs.

In trying to manage to these issues, the Athletics Staff has developed the following rental rates and services below.

Appendix D

Photographing and Recording On Campus by an Outside Organization

General Policy: Transylvania University is a private university. Transylvania's express permission is required for any recording or photography on Transylvania-owned lands by:

- News professionals
- Professional or commercial photographers, videographers and filmmakers
- Campus visitors taking pictures or filming for commercial purposes or using a commercial or professional photographer or filmmaker
- Anyone taking wedding or portrait photography

Personal photos may be taken by students, parents, faculty, staff, alumni and other campus visitors so long as (i) they are used exclusively for personal non-commercial purposes, (ii) the taking of such photos is consistent with this policy, including the wedding and portrait photography policy below and (iii) they do not interfere with the ongoing operations of the university. Notwithstanding the foregoing, the university reserves the right to prohibit any recording or photography on its lands for any reason, including if the recording or photography creates the potential for: (i) disruption of academic, research, business or student activities; (ii) damage to (or alteration of) university property, educational mission or reputation; (iii) inappropriate use of the Transylvania name, marks or image; (iv) disruption of traffic, parking or pedestrian pathways; (v) other safety hazards; or (vi) violations of the university's privacy policies.

News-related recording and photography: Transylvania University's Office of Marketing and Communications accommodates reasonable requests for journalistic, news-related, non-commercial shooting, but reserves the right to deny permission when the request runs contrary to university policies – especially those that ensure student privacy. The subject of all news-related filming or photography must be directly related to the university. General rules for journalists:

- Journalists must adhere to the university's privacy policies. No one at Transylvania can be filmed without his or her permission, except at public events to which the public and media have been invited.
- Permission to shoot news-related photography or filming in interior spaces is required in all circumstances. This includes administration and office buildings, classrooms, laboratories, dormitories, dining facilities and residences.
- Journalists are prohibited from parking satellite trucks anywhere on campus without permission from the Transylvania's Office of Marketing and Communications for news purposes or Transylvania Athletics for sporting events.
- All journalists working at Transylvania are expected to carry appropriate credentials.

Non-news recording or photography: Transylvania prohibits the use of its land and buildings for commercial and marketing-related photography and filming without expressed permission. The use of Transylvania's campus for such purposes is subject to recording/photography fee of \$2,500 for 8 hours of recording/photography and \$1,250 for four hours of recording/photography (lesser hours can be negotiated based upon this rate). Transylvania's Office of Marketing and Communications will consider waiving the fee for recording/photographing that involves, for instance, photography accompanying articles or the creation of not-for-profit television shows, movies, documentaries or educational-related projects, providing the subject matter is related, in some manner, to Transylvania.

Additionally, commercial photography and filming related to the marketing of companies and organizations other than Transylvania is prohibited on university-owned lands. Such activities are incompatible with the university's non-profit status and long-standing policies prohibiting endorsement or the appearance of endorsement.

Non-news related requests should be made in writing at least ten business days in advance by emailing the Vice President for Marketing and Communications at news@transy.edu. Requests must include the following information:

- Name and description of the organization or individual making the request.
- Name, office and email address of the Transylvania University individual or organization involved in the filming or photography.
- Project description, including the context and way in which Transylvania is to be portrayed and the intended use of the resulting material.
- Date(s) requested.
- Time and duration of proposed shoot.
- Specific site(s) requested. (Requests absent specific locations will not be considered.)
- Number of people and amount and type of equipment involved, including vehicles.
- Potential disruption (sound, light, physical, etc.) of university activities.
- Proof of adequate insurance coverage and indemnity. (Certificates of liability insurance should name Transylvania University, 300 North Broadway, Lexington, KY 40508.)
- Location releases, if necessary, must be submitted for review to Transylvania's Office of Marketing and Communications in advance.

Sports event photography: Requests to record or photograph sporting events on Transylvania's campus should be directed to Transylvania's Athletic Department.

Wedding and portrait photography: Wedding and portrait photography on Transylvania property is prohibited except for couples being married in Old Morrison Chapel. People with a Transylvania connection—meaning the bride or groom is an alumnus, student, faculty or staff—may request an exception to the policy in order to take wedding or portrait photography on campus by contacting Transylvania's Office of Marketing and Communications.

Additional policies

- Third parties from outside the Transylvania community are prohibited from flying drones or other unmanned flying vehicles above or from within Transylvania lands without prior permission. Faculty, students, staff and approved vendors are required to obtain advance approval for such flights from Transylvania's Office of Marketing and Communications. For more information regarding the use of drones or unmanned flying devices, please read the University's policy regard this matter.
- Use of Transylvania's name, other trademarks and emblems, or images in connection with any photograph or film is prohibited without written permission by the university.
- Indoor recording at Transylvania is prohibited without permission because it is considered inherently disruptive. Recording in the residence halls, dining halls and classroom buildings is prohibited without expressed permission from Transylvania's Office of Marketing and Communications.
- Recording or photography on Transylvania lands for academic purposes is limited only to Transylvania University students, staff and faculty and others attending Transylvania academic programs, Transylvania sponsored programs and other programs that occur on Transylvania's campus and for which photography is part of the program. The resulting films, videos and photographs may not be used for commercial purposes.
- All professional filmmakers, videographers and photographers working on the Transylvania campus are expected to carry credentials and to have appropriate insurance.
- Recording of b-roll is prohibited at Transylvania University without permission for privacy reasons.
- A member of Transylvania's Office of Marketing and Communications must be present when scouting locations on Transylvania property.

For more information about this policy, contact Transylvania's Office of Marketing and Communications at 859-233-8120.