

## REQUEST TO FILM/PHOTOGRAPH AT DEDMAN CENTER

**Non-SMU, Outside Vendors MUST Obtain Permission to Film/Photograph**  
**On-campus from SMU Public Affairs**

This completed form is required to photograph or film on the Southern Methodist University Dedman Recreation Center premises. Completed form must be submitted at least **24 business hours** before the desired photo or film shoot. Requests submitted on weekend/holiday will not be addressed until the following business day.

Requests will receive a separate email response approving/declining the request.  
**SUBMITTING A REQUEST DOES NOT GUARANTEE APPROVAL.** Requests should be submitted during business hours Monday-Friday, 9am-4:30pm.

Submit form via email: [dedmancenter@smu.edu](mailto:dedmancenter@smu.edu), or  
In-Person: David Chambers, Associate Director of Operations.

**Any non-SMU personnel will need to be identified prior to gaining access into the facility. Dedman Guest Policy and \$10 Guest Fee applies.**

PRINT LEGIBLY (*Approval may depend on it*)

Today's Date: \_\_\_\_\_ Requester Name: \_\_\_\_\_

SMU ID#: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Date of Photography/Filming: \_\_\_\_\_

Begin Time: \_\_\_\_\_ am/pm End Time: \_\_\_\_\_ am/pm

Specific Area/Space Intended to Film/Photo: \_\_\_\_\_

***NOTE: Some areas may require additional permissions***

# of Photographers/Crew/Models: \_\_\_\_\_ Organization Represented (if any): \_\_\_\_\_

List Equipment Bringing/Using in Facility (i.e. cameras, tripods, accessories): \_\_\_\_\_

Purpose of Photography/Filming (check): ☐ Personal ☐ Academic Project ☐ Other

Describe Purpose & Intended Use of Final Product: \_\_\_\_\_

***For Academic Related, provide the following:***

Academic Class Name: \_\_\_\_\_ School: \_\_\_\_\_

Professor Name: \_\_\_\_\_ Professor Phone: \_\_\_\_\_

Professor Email: \_\_\_\_\_

**FORM IS NOT COMPLETE UNTIL BACK IS SIGNED**

**PHOTOGRAPHY & FILMING POLICIES:** Read and sign

- Photographs and film may not be published, sold, reproduced, transferred, distributed, or otherwise commercially exploited in any manner whatsoever to include social media.
- Photography, videography or filming is not permitted in Dedman Center locker rooms or restrooms.
- Under no condition are Minors (<18 years of age) permitted to be photographed or filmed.
- All photography and filming must be conducted during operational hours without disturbing, interfering, or limiting Dedman Center operations or member's access to facility space or equipment.
- Prior permission by all photographic subjects must be secured with signed photo release.
- Photographs/filming of Group Exercise, Personal Training, Aquatics related, Intramurals and Climbing Wall will require approval in addition to the completion of this request.
- The Department of Recreational Sports reserves the right, at its sole discretion, to withhold and/or withdraw permission to photograph on its premises or the reproduction of photographs that include facilities, members, and staff.

***I have read and agree to the conditions in the SMU Dedman Center Photography & Filming Policies.***

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Attach an SMU Public Affairs CONSENT FOR USE OF PHOTOGRAPH IN PRINT OR DIGITAL PUBLICATION form signed by each individual to be photographed/filmed.***

**PROCEDURES:**

- A completed Request to Film/Photograph at Dedman form must be submitted 24 business hours prior to your anticipated time of photography/filming. **SUBMISSION OF FORM DOES NOT GUARANTEE APPROVAL.**
- Email approval or denial will be sent to requester.
- Check-In at the Front Desk upon arrival at Dedman Center with copy of Approval Email.
- Front Desk will have copy of approved request.
- Non-SMU personnel will need to complete Guest procedures and pay the \$10 guest fee to enter.
- Notify Dedman Center Front Desk when completed/departing.

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**OFFICE USE ONLY**

Date Received: \_\_\_\_\_ Reviewed By: \_\_\_\_\_ APPROVED / DENIED