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, 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- Photographs and film may not be published, sold, reproduced, transferred, distributed, or otherwise commercially exploited in any manner whatsoever to include social media.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.

OFFICE USE ONLY

Date Received: ________ Reviewed By: ___________________ APPROVED / DENIED