



Please note that journalists/news media will be escorted at all times (typically by a member of the OSC team) while on campus. Access to buildings/classrooms/student housing is strictly prohibited without the appropriate escort. Filming/photography of students while in a classroom is permitted, but students may request to not be filmed/photographed.

FACULTY/STAFF MEDIA POLICY

The below policy is for Park University faculty/staff and is used to assist in developing and maintaining important relationships with the news media:

Requested factual or opinion content

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Written materials for the media

Articles written for public distribution must be submitted to the Office of Strategic Communications for general editing, University style and policy proofing, as well as possible needed graphic and/or photographic assistance. This policy includes items such as letters to the editor where the author identifies as a Park University faculty/staff member. This does not include articles written for academic journals/publications or letters to the editor that does not identify the author as a Park University faculty/staff member.

PHOTOGRAPHY POLICY

Park University's flagship Parkville, Mo., campus is scenic and includes a number of iconic buildings and spaces — one that many professional and amateur photographers/ videographers enjoy shooting. However, since the University is a private institution of higher education, its land is also considered private property. Thus, access is restricted to authorized individuals.

In general, Park University's policy allows personal photography/videography by students/faculty/staff/alumni on campus with the following rules:

- Photos/videos are used exclusively for personal, non-commercial purposes

- The taking of photos/videos does not disrupt University operations and does not interfere with the privacy of individuals

- Lights, tripods and other standing equipment are not used.

As it pertains to the general public and any professional/amateur photographers/ videographers, in general, photography/videography of the campus grounds, buildings, spaces, etc., either as the subject or as part of the background, is not allowed without express written authorization by the University's Office of Strategic Communications.

Note that wedding/engagement and/or portrait photography by members of the general public and/or professional photographers who are not affiliated with Park University (students, faculty, staff, alumni) will not be authorized. Those who are affiliated with the University must still contact the Office of Strategic Communications no less than 3 days prior to a potential photo shoot to coordinate an approved day/time and agree to the University's guidelines/rules for photography.

Requests to film for entertainment purposes (such as an independent movie or TV program) or commercial photography on campus are rarely approved

No climbing on buildings, trees or rock formations (such as the waterfall at the University's main entrance).

Use of University restrooms for dressing and other photo preparation is not allowed. Changing in the hallways, classrooms and offices of campus buildings or outside on lawns or walkways is likewise prohibited. Therefore, it is necessary for clients to be fully dressed and prepared for photos/videos before arriving on campus.

You may not bring and/or consume any sort of alcoholic beverages or drugs/paraphernalia on campus. In addition, Park University is a smoke-free campus. This includes the use of marijuana-related products.

For the photographer — No photography at Park may be used to imply the University's endorsement of any individual, organization, product or activity without prior permission specifically granted in writing by appropriate authorities of the University. Permission to photograph key Park image assets for commercial reproduction or broadcast likewise requires prior written permission and is rarely granted (image assets include the University's name and logo, and signature structures such as Mackay Hall, Graham Tyler Memorial Chapel, the waterfall at the main entrance, etc.). Because of concerns that the resulting images may later be used without the University's knowledge or permission, shooting of commercial stock photography at Park University campus is not permitted.

For the photographer --- Photos that are taken on campus with easily identifiable buildings in the background (such as the iconic Mackay Hall and its clock tower) cannot be used in any type of promotion/advertising for the photographer. This includes, but is not limited to, websites and/or social media accounts — the photos can only be for the use of the client for their personal use. That said, if the client and the photographer were across the street in English Landing Park and took photos of Mackay from there, this is OK.

For the photographer — If the photographer has a “secure” portion of their website that requires the client to log in to review their photos, photos with Mackay/other buildings can be posted here, but not on a publicly visible part of the photographer's website.

For the photographer — For reasons of safety and security, use of aerial drones in the airspace above Park property, whether for photography, instruction or recreation, is not allowed without implicit authorization from University officials, as well as having appropriate FAA licensure.

For the photographer — No equipment or backdrops may be attached to any campus building or landscaping in any manner whatsoever.

Parking is available in the general parking areas...Here is a map of the campus — <https://www.park.edu/wp-content/uploads/2022/01/parkville-campus-map.pdf>. Parking is typically recommend in Lot G at the base of Thompson Commons (on the north side of the traffic triangle with the three flagpoles at the main entrance).

Upon arrival, the client and photographer must check in with the Department of Campus Safety, located in the first floor of Thompson Commons (#7) on map.

Drone/unmanned aerial systems

For reasons of safety, security, insurance requirements, verification of FAA licensure etc., the use of aerial drones in the airspace above Park University property, whether for photography, instruction or recreation, is not allowed by the general public.