

Approved by Cabinet September 2015

**Warren Wilson College General Photo, Video and Audio Guidelines:**

**The following text should be included in Warren Wilson College student handbook, employee handbook, College website, registration information for events, programs, and conferences, and other publications to notify the campus community and the general public of the following guidelines:**

By [submitting an application to; participating in any activity on the property of or any activity or program sponsored by; entering into an employment agreement with] Warren Wilson College, as an employee, student or visitor, you give the College and each of its designated representatives the unrestricted right and license to use, including, but not limited to, your image, likeness, name, voice, comments or other proprietary or public rights, in whole or in part, in any media whatsoever, in any photographs, video and/or audio recordings, broadcasts or in any advertisement or promotion, without payment.

**General restriction guidelines:**

As a private institution, Warren Wilson College's expressed written permission, granted by the Director of Media Relations, Director of Communications or the Vice President of Advancement, is mandatory for all photography, video and/or audio recording by any persons, companies and/or organizations on all College-owned property. This includes members of the media, professional videographers and/or photographers and/or filmmakers, representatives for outside companies and/or organizations holding events, including, but not limited to, weddings.

Students, parents, guests, campus educators and alumni may take personal, non-commercial photos providing they are only used for this purpose and do not inhibit operations of Warren Wilson College.

**Internal notice to Warren Wilson College departments: For use of any photography that includes a minor, a photo release must be signed by the minor's legal guardian. Please contact the Director of Media Relations or the Director of Communications to acquire the release.**