

## **Media Access to Campus Policy**

Baylor University welcomes news media to campus as part of our mission to share our research, educational activities, expertise and events with the broader community. However, Baylor is a private academic institution and neither the public nor members of the media are entitled to unfettered access to its people or facilities.

### **Procedures Overview**

Our goal is for students, faculty, staff and other members of the Baylor community to carry out their activities with a reasonable expectation of privacy and normalcy while remaining free to speak openly with the media if they choose to do so.

Staff members from Baylor Media and Public Relations are generally available to assist crews with shooting, including setting up locations and gaining access to restricted areas on campus when permission to shoot has been granted. For assistance, contact Baylor Media and Public Relations at 254-710-1961.

### **Guidelines for News Media**

In order to make media visits as productive as possible, we have established the following guidelines:

- Before arriving on campus, representatives of the news media must check in with Baylor Media and Public Relations. Media are allowed outside of University buildings and on public right of ways as long as it does not interfere with the University's normal operations and activities, does not impede ingress or egress or overall campus safety. However, media are not allowed inside University buildings unless they seek and receive permission from Baylor Media and Public Relations. (See more information below.) During an emergency or in situations when Baylor determines that media access may become disruptive, media access may be denied or limited, and pool cameras or reporting may be required.
- News media representatives must seek permission from Baylor Media and Public Relations if they want to enter classrooms, laboratories or similar facilities for the purpose of reporting. Such permission may be granted if the reporting activities do not disrupt University activities; interfere with the privacy of students, faculty or staff; or jeopardize the safety of University personnel, visitors or facilities.
- Some events on campus may require media credentialing in advance, as coordinated through Baylor Media and Public Relations. As a private university, Baylor reserves the right to grant, deny or limit media access to events on campus based on the circumstances of the event and the best of interests of the safety and well-being of students, faculty and staff.
- Residence halls are closed to news media. Students are not authorized to bring news media into residence halls.
- All commercial, non-news photography or filming must be approved in advance by University Marketing & Communications.
- Drone photography/filming is not permitted by media outlets.
- For an individual University department, third party or hobbyist wishing to use a UAS or model aircraft over University property, they must first contact Baylor Media and Public Relations as

far in advance as possible to initiate a separate process. Baylor UAS Drone Policy:  
<https://www.baylor.edu/dps/doc.php/326324.pdf>.

- Baylor Media and Public Relations may provide *The Baylor Lariat* with special access to information, people or events, in recognition of its role as a student newspaper of record.
- Baylor respectfully requests that media honor the privacy rights and concerns of students as it relates to their coverage.

### **Guidelines for News Recording and Photography**

In general, news recording and photography is allowed in outdoor areas on campus, although media, including photographers, must first check in with Baylor Media and Public Relations.

Drone photography/filming is not permitted by media outlets. See above.

Permission to shoot in interior spaces must be obtained in advance in all circumstances. This includes:

- Administrative buildings and offices
- Athletic facilities
- Bill Daniel Student Center (SUB)
- Building common areas
- Chapels
- Classrooms
- Dining Areas
- Laboratories
- Libraries
- Residence halls

Media should contact Baylor Media and Public Relations to request permission for shooting in interior spaces. We will be happy to inquire on your behalf, but please submit requests as far in advance as possible since permission must be obtained from individual faculty for classrooms and by supervisors for labs.

These guidelines apply to any type of photography: stills, video and film.

### **Violations**

Baylor reserves the right to limit or eliminate access or revoke credentials to cover Baylor-related events and activities for those that violate the Media Access Policy.