



## **Photography and Filming Policy and Guidelines**

Louisville Seminary's Office of Conference and Event Services works to evaluate and process all Gardencourt photography/filming requests. The word "photography" as used in these guidelines shall include video, still photography and digital imaging. When evaluating any photo shoot request, consideration is given to the purpose/intended use of the project, potential disruption(s) to campus academics/activities, security, use of trademarks and images, implied endorsement, and availability of location(s).

In order to preserve the integrity of Gardencourt we respectfully request that all photography sessions be limited to the exterior grounds only. Photography and filming sessions cannot interfere with normal Seminary business operations and/or scheduled events, appointments are required in order to avoid scheduling conflicts. No access or photography is permitted in the interior building or any of its neighboring properties. Photo sessions must not be disruptive, violate any other campus policies, inconvenience members of the campus community, or create a safety hazard. Posing subjects in landscape beds is strictly prohibited. Subjects are not to be staged in trees, on sculptures, in water fountains, balconies, columns, pergola, or standing on brick walls or roof tops. The black rod iron entry gates are to remain in the open position at all times, no attempt should be made to close these. No facility resources (e.g. access to interior buildings, changing rooms, restroom facilities, and or electricity) will be provided.

We invite all levels of photographers to schedule a photo session at Gardencourt at least one week in advance by contacting the **Office of Conference and Event Services**.

**Those who have rented the facility for a rental function may take photographs during their designated rental hours at no additional fee.**

**Conference & Events Services | 502 992-0220 ext. 437 | [gardencourt@lpts.edu](mailto:gardencourt@lpts.edu)**

## **Photography Session Fees**

Sessions are scheduled **Monday-Thursday only from 10:00 a.m. – 8:00 p.m. EST**. A session is considered one Photography Group consisting of no more than eight individuals for a maximum of two hours. A fee schedule (*see below*) does apply to each session and must be paid at the time of request. Payment may be made in the form of cash or check.

**Graduation & Family Session** - \$250.00 (2 hours)

**Wedding, Engagement, Maternity Session** - \$250.00 (2 hours)

*Fee does not apply for weddings held at Gardencourt.*

**Overtime hours** will be billed at \$100.00 per half hour.

## **Bridal and other Professional Portrait Photography**

Louisville Seminary is proud to have been a part of the special moments of so many brides and their families and continues to offer the use of Gardencourt for personal portraiture by professional photographers by prior arrangement as set forth in our Photography and Filming Policies and Guidelines.



Professional photographers interested in images of Gardencourt may not use or imply the Seminary's endorsement of any individual, organization, product or activity without prior permission specifically granted in writing by the appropriate authorities of the LPTS. Permission to photograph key Seminary image assets for commercial reproduction or broadcast likewise requires prior written permission. The shooting of commercial stock photography on campus is not permitted. For reasons of safety and security, use of aerial drones in the airspace above Gardencourt property, whether for photography, instruction or recreation, requires specific prior permission.

### **Personal Photography**

Amateur photographers (*hand-held camera*) interested in images of Gardencourt for their personal, non-commercial use are welcome to visit the campus and photograph the exterior building and its grounds provided prior arrangements have been scheduled as set forth in the Photography and Filming Policies and Guidelines and they respect the privacy of campus residences, avoid disruption of academic classes or activities, and respect the rights of LPTS students, employees and visitors not to be photographed without their knowledge and permission. The resulting photographs and/or video cannot be used for marketing purposes.

### **Political, Documentary, and Advocacy Photography and Filming**

Because photography or filming of a candidate or elected official in front of recognizable Seminary landmarks and use of such images in campaign or other promotional materials may be viewed by some as implied endorsement, we are unable to approve such filming and photo requests. Groups or individuals may not film or photograph for documentaries or advocacy campaigns on campus property without Seminary approval. Questions concerning photography of any proposed political, documentary or advocacy use of Gardencourt should be directed to the Communications office.

Louisville Seminary reserves the right to revoke permission and ask parties to leave the premises for any reason, including disruption of campus, public safety concerns, and violation of policies.