



# News Media on Campus

## University Communications

[officeof.PublicRelations@unco.edu](mailto:officeof.PublicRelations@unco.edu)

## Guidelines for Visits by Members of the News Media

The University of Northern Colorado (UNC) welcomes members of the media to campus and university events. University Communications is available to assist members of the media with planning and coordinating campus visits. It is recommended that news media contact Communications at least 48 hours prior to coming to campus (when possible) to ensure we can accommodate your requests, facilitate parking, location access and provide other adequate support and information.

### *Contact Communications:*

- Deanna Herbert, ([deanna.herbert@unco.edu](mailto:deanna.herbert@unco.edu)) Assistant Vice President for Communications
- Sydney Kern, ([sydney.kern@unco.edu](mailto:sydney.kern@unco.edu)) Public Relations Manager

Media do not need a permit to film in public spaces on campus. However, access to some university activities and buildings is restricted and filming that interferes with the normal operations of the university is not permitted. UNC staff maintain the right to ask a filming individual/crew to pause, move or stop if they feel that the activity is disruptive.

Members of the media are expected to respect students', faculty members' and staff members' right to privacy.

UNC supports the free and open expression of ideas and opinions by faculty, students and other members of the university community. These guidelines are not intended to interfere with that freedom.

### For these guidelines:

- “Media” and /or “Reporters” refers to reporters, photographers, videographers and other members of news organizations, including UNC student media.
- “Campus” encompasses any property owned, leased and/or occupied by the university.
- “Film” or “filming” refers to photography, videography and recording sound.

These guidelines do not cover commercial filming. See the university's [Commercial Filming on Campus](#) guidelines for that information.

## **Access**

News media are permitted to film exterior spaces for non-commercial uses, as long as the spaces are not restricted, and the filming is not disruptive.

### **Classrooms**

Classrooms and other academic spaces are generally not accessible when a class is in session to protect students and faculty from disruptions. Permission from the faculty member conducting the class and Communications should be obtained before attempting to film inside classrooms.

If the faculty member grants access, they will inform students that media have asked to film or observe the class. If any student does not want to be filmed, he or she should be allowed to move from camera range. If any student objects to the presence of a reporter who wishes to observe a class, the reporter's access to the classroom may be denied by the faculty member or Communications.

### **Research labs**

Access to research laboratories is restricted. Communications must approve any exceptions in advance.

### **Libraries**

Access and filming inside UNC Libraries is limited to the first-floor corridor/lobby area during normal operations, unless an event that is open to the public is being held in another area of the building. Otherwise, media must obtain permission from Communications to film elsewhere in the library.

Filming must not be disruptive to any library patrons.

### **University Center and Campus Commons**

Access and filming inside the University Center and Campus Commons is limited to public hallways/main lobby areas during normal operations. Filming of events that are open to the public is permissible if the presentation rights are not protected by the artist/presenter and the event organizer grants permission. Otherwise, media must obtain permission from

Communications and UNC's Conferences and Events Services to film elsewhere in the building.

Filming must not be disruptive.

### **Athletic spaces**

Filming in the Bank of Colorado Events Center or Nottingham Field is limited to the lobby, unless an event that is open to the public is being held in another area. Otherwise, media must obtain permission from UNC Athletics to film elsewhere in the building.

Filming must not be disruptive.

### **Construction areas**

Construction areas, while under the management of a contractor, remain university property. Media must request access from Communications to film at university construction sites.

### **Residence halls and on-campus housing**

Residence halls and other on-campus housing (e.g., apartments, university-owned/occupied homes and fraternity houses) are not public facilities. Members of the media must obtain permission from Communications to enter on-campus housing facilities. After permission has been obtained, the planned visit must be coordinated with UNC Housing staff.

Filming of living areas, which includes the hallways and lobbies, is not allowed without advanced approval from Communications.

A student's individual room or suite can only be accessed by media upon invitation by the student who lives there and with:

- approval from Communications, and;
- approval of any and all students who live in the room or suite, and;
- approval of UNC Housing staff.

### **Events, activities, meeting and practices**

If a member of the news media is invited by an employee or student – other than Communications or Athletics personnel – to a university event or activity, the media member must confirm with one of those two offices that the event or activity is open to the public. This does not apply to events hosted by organizations or at the college, school, center or academic department level. In those cases, the event organizer is the authority.

Media credentials issued by UNC may be required for some university events and activities, including those that are held at venues with limited seating, require an admission fee or are considered invitation only.