



News Media on Campus

University Communications

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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 campus visits, identifying appropriate contacts and coordinating access to university spaces and activities when needed.

When possible, news media are encouraged to contact University Communications at least 48 hours before coming to campus if assistance is needed with interviews, parking, access to restricted locations or other arrangements. Advance notice helps ensure the university can provide appropriate support and information.

Contact Communications:

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

News media do not need a permit to film in public areas of campus. Access to some university activities, events, buildings and spaces may be restricted, however, and filming may not materially interfere with university operations, restrict access to facilities or create a safety concern. University officials may ask media to relocate, pause or stop filming when necessary to address such interference or safety concerns.

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

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 or restrict lawful newsgathering in areas otherwise open to the public.

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 may film exterior spaces for noncommercial news-gathering purposes as long as the spaces are not restricted and the activity does not materially interfere with university operations or create a safety concern.

Classrooms

Classrooms and other academic spaces are generally not open to news media while a class is in session in order to protect the learning environment and minimize disruption.

Media wishing to observe, photograph or record a class should receive advance permission from the faculty member conducting the class. University Communications can assist with coordinating classroom media visits.

If access is granted, students should be informed in advance that media will be present. Students who do not wish to be photographed or recorded should be given a reasonable opportunity to remain outside camera range.

Research labs

Research laboratories are restricted spaces and are not generally open to the public.

Media wishing to enter or film in a research laboratory must arrange access in advance through University Communications and the appropriate laboratory, department or university representative.

Access may be limited because of safety requirements, research confidentiality, regulatory requirements or other restrictions.

Libraries

News media may film in public areas of UNC Libraries, provided the activity does not disrupt library operations or patrons.

Access to nonpublic, restricted or reserved spaces may require advance coordination with University Communications and UNC Libraries.

Events held within library facilities may have their own attendance, photography or recording requirements. Media should follow the access requirements established for the event.

University Center and Campus Commons

News media may film in public hallways, lobby areas and other areas generally open to the public, provided the activity is not disruptive.

Events held within these facilities may have separate attendance, photography or recording requirements, including restrictions related to performance or presentation rights. Media should confirm any event-specific requirements with the event organizer.

Access to nonpublic, restricted or reserved areas should be coordinated in advance with University Communications and UNC Conference & Event Services.

Athletic spaces

Media access to UNC athletic facilities and events is governed by UNC Athletics.

News media wishing to film outside public areas or cover an athletic event should coordinate with UNC Athletics regarding access and credentialing requirements.

Construction areas

Active construction areas are restricted for safety reasons, including when the site is under the management of a contractor.

Media wishing to enter or film from within an active university construction site must coordinate access in advance through University Communications. Access may be subject to contractor requirements and site-specific safety protocols.

Media may film construction sites from adjacent areas otherwise open to the public, provided filming does not interfere with construction operations or create a safety concern.

Residence halls and on-campus housing

Residence halls and other on-campus housing and residential facilities are not generally open to the public. Media access to common areas and other nonpublic portions of these facilities must be coordinated in advance through University Communications and UNC Housing.

Filming in residence hall common areas, including hallways and lobbies, requires advance coordination and may be restricted to protect resident privacy and minimize disruption.

A student's individual room or suite can only be accessed by media upon invitation by the student who lives there and with approval of any and all students who live in the room or suite, per UNC Housing regulations.

Events, activities, meeting and practices

Not all events, activities, meetings and practices held on university property are open to the public or news media.

Media may attend events that are open to the general public, subject to the same admission, capacity and access requirements that apply to other attendees and any event-specific photography or recording restrictions.

If it is unclear whether an event or activity is open to media coverage, reporters should confirm access with the event organizer, University Communications or UNC Athletics, as appropriate, before attending.

An invitation from an individual university employee or student does not necessarily provide access to an event, meeting or activity that is otherwise restricted. The individual or office responsible for the event determines access consistent with university policy.

Media credentials issued by UNC may be required for some university events and activities, including those with limited seating, admission requirements or restricted access.

UNC students who are otherwise permitted to attend an event or activity do not need separate permission from University Communications simply because they are attending in their capacity as student journalists. Any generally applicable restrictions on photography, recording or access remain in effect.