

Photography and Recording Policy and Regulations

Permission is required for photography, filming or recording within the College. Application forms are available on the College's website at

<https://www.kings.cam.ac.uk/about/filming-and-photography>

and must be sent to the First Bursar for approval in adequate time them to be properly considered.

The College will only grant permission for purposes consistent with the College's values and purposes. When permission is granted, it will be subject to the following general conditions and to the specific conditions that apply to the Chapel, the Library, the Archive Centre, the Hall and meeting rooms.

These application forms should be sent to the First Bursar after preliminary approval from the person most relevant to the request:

Chapel	Dean of Chapel
Library	College Librarian
Archives	Archivist
Hall and meeting rooms	Director of Catering
All others	Bursars

If your request extends across several areas, it should be sent to the person responsible for the principal one, who will consult with others as necessary.

(a) Personal Use:

Members of the College and visitors are allowed to take photographs for non-commercial purposes provided that they do not disturb or damage the College in the process. Such photographs may be taken in the College grounds, and in a person's private room, with their permission but not in public rooms such as the Hall, Library or meeting rooms. Photographs, without the use of flash, are permitted in Chapel except when there is a service or concert taking place. The College grants no rights for the use of such photographs.

(b) Academic Use:

Those who wish to take photographs, or film or record in the College for University, academic or scholarly purposes need permission. This would normally be granted, without charge, provided that it will not disturb or damage the College. Application for permission should be made as explained below. The College retains copyright of all such material.

In particular, this applies to College and University Societies or organisations who wish to take photographs to further their purposes. It also applies to the scholars. Those applying should explain what they wish to do and why this is of value.

(c) Those booking College Facilities:

Those booking College facilities, for example conferences, receptions, seminars, or weddings, may apply to take photographs for non-commercial use. There is no charge for this beyond the charge for using our facilities. They will be required to comply with College rules on photography and should apply when they make their booking. The College retains the copyright in all such material. It is up to the photographer or person booking the room, to ensure they have the permission to reproduce images of those in the photographs, if they are planning to reproduce or publish them.

(d) Commercial Use:

Those who wish to take photographs, film or record within the College for any commercial purposes will normally be expected to pay a facilities fee plus any costs that the College incurs either through loss of revenue or for additional staff.

PHOTOGRAPHY, FILMING AND RECORDING REGULATIONS

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General Conditions

1. Photography, filming and recording must not cause significant interference or disruption in the life of the College.
2. Photography and filming of College members and staff is not permitted without their prior consent.
3. The pathways and bridge should not be obstructed at any time.
4. The instructions of the College staff must be adhered to at all times.
5. That the usual acknowledgement, '*By kind permission of the Provost and Scholars of King's College, Cambridge*', is made.
6. An undertaking is given not to reproduce photographs, films or recordings, or permit them to be reproduced, for any purpose whatsoever, except that for which permission is granted.

7. A copy of any photographs, film or recording taken is made available to the College.
8. Any charge levied by the College for photography, filming or recording is paid on request.
9. Approval is required for the use of tripods or any large equipment.
10. Approval is required to access any part of the College not normally open to the public.

CHAPEL

11. The Dean will be responsible for giving permission for all photography, filming or recording in the Chapel.

Concerts and Services

The following applies to all concerts and services:

12. Permission to take photographs during concerts or performances or services may exceptionally be given but only on the understanding that the photography will be silent and that the photographer will not use flash or move around.
13. If the senior member of Chapel staff on duty believes the photographer to be causing a distraction then the photographer is to be instructed to stop taking photographs.
14. Requests from organisers to film or record concerts will be considered when it is clear that they are for personal educational purposes of key personnel, a conductor or soloist for instance, and that sharing through broadcast and social media is not permitted.
15. Orders of service and concert programmes should include a notice that photography and filming are not allowed during the service or concert.
16. At concerts, non-flash photography during applause or before the concert begins are acceptable.
17. At services, photography is not permitted between the entry of the congregation and the service. Visiting time photography rules apply after the organ voluntary has concluded.
18. Permission may be sought to photograph rehearsals. Restrictions on the movement of photographers and use of flash are at the discretion of the organisers. The Chapel Staff will monitor any Health and Safety concerns and prevent any activities deemed unsafe.

19. Requests to photograph, film or record during services will be considered seriously when there is an overriding particular consideration (such as the illness of a close family member at a pastoral service) and adequate notice is given.

Weddings

20. Wedding photographers may apply for permission to photograph in Chapel on the same basis and using the same form as others.
21. Flash may not be used and the photographer must not be or become conspicuous.
22. Photography at weddings must not disturb the service in any way. The service is deemed to begin when the bride arrives in her place (i.e. after the entry procession) and ends with the Amen of the final blessing (i.e. before the couple process out).
23. Limited photography during a wedding service may be permitted. The applicant must produce a detailed plan of locations from which photographs will be taken, movement and their professional dress code together with an assurance that there will be neither flash nor noise.
24. A limited number of other photographs, in the inner chapel e.g. or signing the registers, may be taken after the service, subject to application and permission in advance.
25. In the event of inclement weather group photographs may be taken in the Ante-Chapel.

At Other Times

26. Flash photography is not permitted in the Chapel in visiting time.
27. When publicity or press photographs are taken, explicit and detailed permission must be sought from the Dean. The photo-shoot must be supervised by a member of Chapel staff who, if the Chapel is open to visitors, will keep them free of the shoot area. A list of desired photos should be submitted in advance as part of the permission process.
28. No jokey, gimmicky, ironic or goofy photos, nor any that are deliberately incongruous, may ever be set up or taken in the Chapel.
29. When VIPs are present the College or University Press Officer should supervise photography. The written permission of the Dean is still needed.

30. Permission may be sought for photography at social events and exhibitions as part of the application process for the event or using the process outlined in this policy above.

In-House College Filming and Facebook Live Events

31. These may only take place with the written permission of the Dean. The process for application is like that for concerts – the Dean will ascertain that both the Director of Music and the Dean's Verger are comfortable with the plans before giving permission.
32. The Dean's Verger is required to prevent any such events taking place for which the written permission document is not presented.

Library and Archive Centre

33. The Fellow Librarian will be responsible for giving permission for all photography, filming or recording in the Library and/or Archives.
34. Flash photography will not be permitted.
35. No photography will be permitted that might damage the materials in the Library or Archive Centre.

Hall and Meeting Rooms

36. When an event is being organised in the Hall or a meeting room, the organisers must apply for permission if they wish to photograph, film or record the event. The agreement of those attending is required.
37. No photographs of specific works of art are allowed.