

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 & Public Relations are generally available to assist crews with campus coverage, including setting up locations and gaining access to restricted areas on campus when permission to shoot has been granted.

Guidelines for News Media

To make media visits as productive as possible, we have the following guidelines in place:

- **APPROVAL TO ACCESS CAMPUS: Before planning to come to campus**, members of the media must contact Baylor Media & Public Relations by phone, email or text for approval to be on campus: Lori Fogleman at 254-709-5959 or Lori_Fogleman@baylor.edu; Shelby Cefaratti-Bertin at 254-327-8012 or Shelby_Cefaratti@baylor.edu; and Kelly Craine at 254-297-9065 or Kelly_Craine@baylor.edu. We will respond promptly.
- **ACCESS TO UNIVERSITY BUILDINGS/FACILITIES:** As a safety precaution, media are **not** allowed inside University buildings or facilities, for the purpose of reporting. Permission must be requested and obtained in advance from Baylor Media & Public Relations. 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. If this permission is granted, a reporter or photographer will be accompanied by a Baylor Media & Public Relations staff member.
- **OUTSIDE ACCESS:** 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 and does not impede ingress or egress or overall campus safety.
- **CREDENTIALING:** Some events on campus may require media credentialing in advance, as coordinated through Baylor Media & 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:** Residence halls are closed to news media. Students are not authorized to bring news media into residence halls.
- **EMERGENCY SITUATIONS:** 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.

July 11, 2019
Updated 8/1/2022

- **COMMERCIAL PHOTOGRAPHY/FILMING:** All commercial, non-news photography or filming must be approved in advance by Baylor University Marketing & Communications.
- **DRONES*:** 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 & 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>.*
- **STUDENT MEDIA:** Baylor Media & 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.
- **PRIVACY:** 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 & Public Relations for approval to be on campus.

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

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 are closed to news media.

After permission is requested for media news recording or photography inside buildings or facilities, Baylor Media & Public Relations 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.

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

Violations

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