

## PHOTOGRAPHY AND FILMING ON CAMPUS WOUDESTEIN

**Rules of procedure apply on campus Woudestein. Although campus access is unrestricted and the campus is open 24/7, it is considered private property. Staff and student privacy is safeguarded as far as possible. Permission must be obtained for photography and filming on Erasmus University Rotterdam grounds, and both staff and external applicants must request this permission.**

### **Timeframe for submitting a request**

The request must be submitted no later than 3 weeks prior to the desired filming date. No permission will be granted for requests that are submitted late.

Requests will be rejected if:

- they contravene EUR's basic principles;
- they have a political or other message;
- they disturb teaching, research and or Operational Management activities;
- they have a commercial purpose or are for a commercial enterprise with which Erasmus University has no relationship, nor seeks any relationship;
- the design or purpose could be considered offensive, hurtful or discriminatory;
- Erasmus University is being used purely as location and there is no connection with our teaching and research.

It is not allowed to:

- Film or photograph in the Erasmus Pavilion or University Library.
- Make use of drones on campus.

After permission has been granted, the following photography and filming regulations apply:

- Ongoing teaching and research processes must not be interrupted.
- People who are recognisable in images must have given their consent for this via a consent form or quit claim.
- Costs will be charged for specific activities. Examples: the use of specific rooms, the deployment of security staff and EUR staff, or the installation of certain equipment or provisions.

Photography and filming for personal purposes at public gatherings including PhD ceremonies, inaugural lectures and graduation ceremonies requires the relevant organiser's prior permission. You should also comply with the organiser's instructions.

If you are given permission, you will receive the complete Code of Conduct and Conditions. The end product should also state that the footage was produced in cooperation with Erasmus University Rotterdam. If you are not given permission, security staff will ask you to stop filming or taking photographs and you may be escorted off the campus.

Requests can be submitted through <https://www.eur.nl/en/news-calendar/press/services/photo-and-film-permit>.

Erasmus University Rotterdam, Marketing & Communications, Press Office,  
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