

Purpose

This departmental policy is designed to ensure that these spaces are accessible and enjoyable for students, faculty, staff, alumni, registered event guests, and the broader university community. Unauthorized photography sessions may obstruct facilities, block stairwells, or compromise the comfort and privacy of visitors. This policy regulates photography and videography activities to preserve the integrity, safety, and usability of all public and reserved spaces within Student Centers.

The buildings and spaces governed by this policy include:

- Ida Noyes Hall, including the Cloister Courtyard
- The Reynolds Club, including Hutchinson Courtyard
- Mandel Hall
- Student-Run Coffee Shops

Permitted Uses

- Event clients with reserved spaces may hire photographers to capture activities within the reserved event spaces only. Photography is not permitted in other parts of the building without approval.
- Event attendees may take personal (non-professional) photos in and around Student Centers spaces when attending an event.
- Graduating students may take personal (non-professional) cap and gown photos in and around Student Centers spaces during senior week.
- Students may take casual photos of public areas, such as lobbies, or capture images as part of photography class assignments. Photos of other students must be prearranged, and soliciting photos of unrelated guests is strictly prohibited.
- Photo booths may be rented and setup in reserved event spaces only.

Prohibited Activities

- Indoor videography of any kind, without a reservation
- Commercial and professional photography without a reservation.
- Use of props, professional lighting, or equipment that may obstruct hallways, block stairwells, or take up excessive space in common areas.
- Use of University of Chicago name, logos, and brand identity in any advertisements. Capturing University of Chicago name and logos, or those of university vendor partners, in any photographs for non-university usage.
- Restricting access to public spaces in and around our buildings, for the purposes of photography and videography.
- Photography and videography that violates the privacy or comfort of visitors and students using the facilities.
- Photography and videography are prohibited in Student Run Coffee Shops while the coffee shops are open to the public.
- Drone use indoors or in courtyards is prohibited. All other outdoor drone usage must adhere to the [University Policy on Unmanned Aircraft Systems](#).

Signage and Notification

The Photography Policy will be posted in Ida Noyes Hall, The Reynolds Club, and Student Run Coffee Shops to ensure visitors clearly understand the guidelines. The policy will also be publicly available on the Student Centers website.

Authorization Process

Photographers must secure approval to use Student Centers spaces for any commercial or professional purposes. All reservations must be made at least 10 business days in advance through [Student Centers Event Reservations](#). Fees may apply for approved sessions.

Space Specific Reservations

Cloister Courtyard

Professional Photographers may obtain a reservation for the Cloister Courtyard at Ida Noyes Hall between June 15th and September 1st. The cost for this reservation is \$125. This provides access to the space for up to 1 hour for a single session. No other reservations will be booked at the same time, but this access is not exclusive, and other guests may pass through or utilize the space. Nothing can be done to restrict or obstruct access to the space.

Ida Noyes Hall, Talbot Foyer

Professional photography or videography is only available in Talbot Foyer at times when the building would otherwise be closed. This access can be provided in the 2 hours directly before opening or directly after closing. The fee for this is priced hourly, and can be quoted upon request.

Insurance Requirements

Professional photographers reserving our spaces are required [to provide proof of general liability insurance](#). This insurance must be on file at the time a reservation is made and must remain active through the reservation dates.

Enforcement

This policy is enforced by Student Centers staff. If an individual or group is found violating this policy, staff will approach them to inform them of the rules and request compliance. Professional photographers with a reservation should bring a printed copy of their reservation to the front desk, leave a form of ID, and will be given a lanyard to wear while onsite. Photographers not wearing a lanyard will be presumed to be trespassing.

Repeat offenders or individuals who refuse to comply will be reported to UCPD and may be removed from the premises and banned from campus spaces.

Photography reservation times are inclusive of setup and cleanup. Linger in the space past the time of your reservation will result in a fee and the loss of future booking privileges.

Contact Information

For event reservations or inquiries about permitted photography, please contact [Student Centers Event Reservations](#).

For inquiries related to **media and press photography**, please contact **University Communications** at [UChicago Media Resources](#).