

Policy: Filming and Photography in Malachowsky Hall

Purpose

To ensure that all filming and photography activities within Malachowsky Hall are conducted in a manner that respects the academic research environment, protects privacy, and complies with University of Florida policies.

This policy is not intended to restrict routine photography or videography for departments occupying space in Malachowsky Hall and when conducted by college faculty or staff, or contracted by the college for official departmental purposes, provided these activities do not disrupt normal building operations.

Scope

This policy applies to all individuals and organizations, including UF students, faculty, staff, and external media, who wish to film or photograph inside and/or on Malachowsky Hall grounds.

When Is Permission Required?

Permission must be obtained via the Malachowsky Hall Media Request Form when any of the following apply:

- The activity involves external media (e.g., commercial entities or documentary crews).
- The filming is for student projects not taking place in a classroom with instructor approval for coursework.
- The filming occurs in public or shared spaces, including hallways, lobbies, classrooms, or labs not assigned to the requester.
- The filming may disrupt normal building operations or foot traffic.
- The activity involves minors, human subjects, or sensitive research areas.
- The content is intended for distribution, including social media or commercial use.

When Is Permission Not Required?

Permission is generally not required when:

- A faculty member films in their own lab for internal documentation or academic purposes.
- A student films in a classroom with instructor approval for coursework.
- Casual photography or videography is taken in public areas for personal use, without disruption.
- The activity is sponsored by a UF department and takes place in the department's assigned space (not in public or shared spaces, or another department's assigned space).
- Routine photography or videography for departments occupying space in Malachowsky Hall and when conducted by college faculty or staff for official departmental purposes

(e.g., headshots, event documentation) in public or shared spaces (e.g., hallways, lobbies), provided the activity does not disrupt normal building operations.

- Vendors procured by a college or department occupying space in Malachowsky Hall for official communications purposes are subject to the same exemptions as college faculty and staff, provided activities do not disrupt normal building operations.

Approval Process

All requests must be submitted through the Malachowsky Hall Media Request Form and will be reviewed by the Director of Public Affairs in the Office of Strategic Communications and Marketing and the Malachowsky Hall Building Manager.

Compliance Requirements

The person submitting the Malachowsky Hall Media Request Form is responsible for ensuring full compliance with all UF policies to include:

- Media release forms must be obtained for any identifiable individuals if for distribution, external media, or including minors.
- Insurance and liability coverage may be required for external entities.

Official college communications do not require individual releases.