

SOUTH DAKOTA STATE UNIVERSITY
Policy and Procedure Manual

SUBJECT: Media Access to University Property
NUMBER: 6:2

1. Purpose

This policy sets forth the guidelines for regulation of media access and news service to University property in compliance with SDBOR Policy 6:13 and so as to not disrupt teaching, education, research, or other University activities, to protect the health and safety of the campus community, and to protect the privacy of students and others who reside on the University campus.

2. Policy

- a. Media may access campus and University owned and controlled property just as the public, but pursuant to SDBOR Policy 6:13, the University facilities and grounds are not open to the public for assembly, speech, or other activities as are the public streets, sidewalks, parks or seats of government. Media may request permission to use a facility or a portion of the University property for media use pursuant to this policy.
- b. University Marketing and Communications is responsible for responding to all media requests in compliance with SDBOR Policy 6:13 and this policy.
- c. With the prior courtesy notice to the Director of Marketing and Communications, successor, or designee, the media is permitted to film or take digital images or otherwise have access to spaces on the University campus and University owned and controlled property in accordance with SDBOR Policy 6:13 and subject to reasonable time, place, and manner restrictions. This includes access during normal operating hours to the following areas:
 - i. All campus outdoor sidewalks, green spaces and parking lots;
 - ii. Campus events to which admission is free and open to the public, subject to any restrictions that may be placed on cameras, lights, flashes and other equipment to minimize disruption;
 - iii. Corridors and common areas within University buildings, excluding those listed in section 2d. below;
 - iv. Common areas within the University Student Union.
- d. Media access is only allowed in the following non-public locations with express permission from the Director of Marketing and Communications, successor, or designee,

along with the area or unit administrative head, in accordance with the provisions of SDBOR Policy 6:13:

- i. Residential areas;
 - ii. Classrooms;
 - iii. Private offices of faculty, staff or students;
 - iv. Any secured area or laboratory;
 - v. Intercollegiate athletics venues during competitions, workouts or practice;
 - vi. Wellness Center;
 - vii. Areas where quiet study is enforced, including the University Library;
 - viii. Venues charging admission;
 - ix. Private functions that are not open to the public;
 - x. Inside any facility or area with restricted access, including utility operation facilities, waste facilities, maintenance and repair facilities and public safety facilities;
 - xi. Any marked construction area, areas controlled by law enforcement or other emergency responders, or hazardous or unsafe locations.
- e. Certain areas may only be accessed with an officially designated University escort, at the discretion of the Director of Marketing and Communications, successor, or designee, along with the unit administrative head.
 - f. Non-news, commercial photography or videotaping must be approved in advance by the Director of Marketing and Communications, successor, or designee.
 - g. The University reserves the right to limit or disallow specific equipment use and modify media access to the University campus and University controlled areas in the event of emergency, interference with the privacy of individuals, disruption of or interference with University activities, when the health and safety of individuals are put in jeopardy, or the necessity of University operations.
 - h. University Marketing and Communications shall work closely with all branches of the news media to provide interviews and information requests, event publicity, news tips and advisories, distribution of research information, and a wide variety of student-related announcements that are made on behalf of the University.

3. Procedures

- a. Media access and permission to the restricted areas shall be requested through the Director of Marketing and Communications, successor, or designee. Requests may be made verbally or electronically by utilizing the contact information maintained on the

University Marketing and Communication's public website.

- b. The Director of Marketing and Communications, successor, or designee, will work with internal units to provide notifications of media access and process appropriate approvals.
 - c. University employees will have press releases and statements made on behalf of the University for the news media routed through, approved, and disseminated by University Marketing and Communications.
4. Responsible Administrator

The Director of Marketing and Communications, successor, or designee, is responsible for the annual and ad hoc review of this policy and its procedures. The University President is responsible for approval of modifications to this policy.

SOURCE: Approved by President on 04/22/2015.