

Río Hondo College Library

Filming and Photography Policies



Policies

- Requests to film or take photos in the Library must be submitted to and approved by the Library dean via email at least one week prior to the event (hereafter referred to as shoot). Currently the Dean of the Library is Mike Garabedian (mgarabedian@riohondo.edu).
- Filming and photography in the Library must be related to student life or coursework. For other filming and photography requests, please contact Marketing and Communications at (562) 908-3445.
- Please see Marketing and Communications' [Photo/Video Release Notice and Non-Consent Form](#).
- All filming and photography, including packing up equipment, must be completed before the Library closes for the day. If participants think they will require additional time, they must obtain approval from the Library dean in their original request.
- Filming and photography must not take place near restroom entrances or inside restrooms.
- Filming and photography equipment must not obstruct walkways, corridors, or exits, or be set up in any way that could pose a hazard to others.
- Any cables must be taped down to the floor with tape that will not damage surfaces.
- If Library furniture is moved, participants must restore furniture to its original location.