UC Riverside Botanic Gardens

Photography Policy

**UC Riverside Policy 700-15** for Commercial Photography on Campus must be followed while on university property ([http://bas.ucr.edu](http://bas.ucr.edu)).

**Permission**—Small group photo shoots (up to 6) are welcomed. Larger groups (**20 max**) must obtain permission in advance to insure availability. Contact us at 951.784.6962 or ucrbg@ucr.edu, or visit our website at [http://gardens.ucr.edu](http://gardens.ucr.edu).

If you have not received permission in advance, you may be asked to leave.

Because we are a University of California living museum and not a public park, please follow these rules and policies:

1. Small amounts of equipment, such as tripods and one camera bag, are allowed. Additional equipment (lights, reflectors, props, costumes, models, etc.) or carts also require permission in advance.
2. All garden-sponsored activities, such as classes, docent tours, landscape and maintenance projects, events etc., will have priority. You may be asked to relocate.
3. Please respect and do not disturb or limit the experience of other garden visitors.
4. Stay out of plant beds and trees and do NOT cut, trim, or alter any plants or remove any plant labels.
5. Please keep the Botanic Gardens clean and pick up all of your trash.
6. Please use the restrooms to change clothes.
7. Photo subjects must be fully clothed.
8. All other UCR Botanic Gardens’ rules and policies still apply; please see the entrance bulletin board or our website, [http://gardens.ucr.edu](http://gardens.ucr.edu).

**Donation**—The UCR Botanic Gardens is partially funded by UCR and over 50% of our operating budget comes from donations, which partially offset the cost of staffing, maintenance, and operation of the Gardens. The requested donation for a photo shoot is **$50**, which enables us to provide a beautiful setting for your use.

Please donate in advance by check made to “UC REGENTS”, marked “UCRBG photo shoot,” and sent to the following address:

- University of California
- ATTN: Botanic Gardens Photo Shoot
- Student Services Bldg, Room 1111
- 900 University Avenue
- Riverside, CA 92521

Thank you for choosing the UCR Botanic Gardens as your photography site. We hope you enjoy your visit.

Please keep this Photography Policy for your reference.
UC Riverside Botanic Gardens
Permission for Photography

Please complete the following information and submit it to the Gardens’ office at least two weeks before your requested date. After approval this form will be returned to you. You must have this form on you while you are photographing in the Botanic Gardens. Photography Fee is nonrefundable. Photo session can be rescheduled for a more accommodating date.

Name________________________________________ Date________________________

Company/Organization Name____________________________________________________________________

Street Address____________________________________________________________________________________

City__________________________ State__________ Zip________________________

Phone__________________________

Email________________________________________________________________________________________

Number in Group__________________________

Equipment Used____________________________________________________________________________________

Date of Visit__________________________

Time of Visit__________________________

Donation given__________________________

I have read and agree to the above guidelines.

Signature____________________________________________________________________________________

________________________________________________________________________________________

Office use:

Approved by__________________________ Date________________________

Revised 2/09/18