

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>).

Permission—Small group photo shoots (up to 6) are welcomed. Larger groups (**12 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>.

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>.

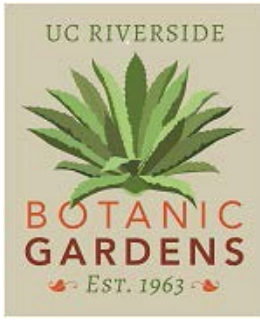
Fee—The UCR Botanic Gardens is partially funded by UCR and partially by donations, gifts, and earned revenue, which is used to offset the cost of staffing, maintenance, and operation of the Gardens. **The required fee for a photo shoot is \$50**, which enables us to provide a beautiful setting for your use.

Please pay 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.



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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 (Max 12) _____

Equipment Used _____

Date of Visit _____

Time of Visit _____

Fee paid _____

I have read and agree to the above guidelines.

Signature _____

Office use:

Approved by _____ Date _____