

# SOUTH DAKOTA SCHOOL OF MINES AND TECHNOLOGY

## Policy Manual

**SUBJECT:** News and Commercial Media Access to University Property

**NUMBER:** Policy 6-1 (formerly Policy VI-01)

**REVISION DATE:** September 2022

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### **POLICY**

This policy sets forth the guidelines for regulation of news and commercial media 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.

#### A. News Media

1. News media may access campus and University owned and controlled property just as the public, but 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.
2. University Marketing and Communications is responsible for responding to all news media requests.
3. With a prior courtesy notice to the Director of Marketing and Communications, or designee, the news 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 subject to reasonable time, place, and manner restrictions. This includes access during normal operating hours to the following areas:
  - a. All campus outdoor sidewalks, green spaces, and parking lots;
  - b. 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;
  - c. Corridors and common areas within University buildings, excluding those listed in section 4 below;

- d. Common areas within the Surbeck Center, Devereaux Library, and Museum of Geology.
4. News media access is only allowed in the following non-public locations with express permission from the Director of Marketing and Communications or Sports Information Office for sporting events, or designee, along with the area or unit administrative head:
  - a. Residential areas;
  - b. Classrooms;
  - c. Private offices of faculty, staff, or students;
  - d. Any secured area or laboratory;
  - e. Intercollegiate athletics venues during competitions, workouts, or practice;
  - f. Wellness Center;
  - g. Areas where quiet study is enforced;;
  - h. Venues charging admission;
  - i. Private functions that are not open to the public;
  - j. Inside any facility or area with restricted access, including utility operation facilities, waste facilities, maintenance and repair facilities, and public safety facilities;
  - k. Any marked construction area, areas controlled by law enforcement or other emergency responders, or hazardous or unsafe locations.
5. Certain areas may only be accessed with an officially designated University escort, at the discretion of the Director of Marketing and Communications, or designee, along with the unit administrative head.
6. The University reserves the right to limit or disallow specific equipment use and modify news 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.
7. 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.

B. Commercial Media

1. Non-news, commercial photography, or videotaping must be approved in advance by the Director of Marketing and Communications, or designee, in compliance with [SDBOR Policy 6.13](#). Facilities rental fees may/will apply in accordance with university Policy 6-4.

**PROCEDURES**

- A. News or Commercial Media access and permission to the restricted areas shall be requested through the Director of Marketing and Communications (or Sports Information Office for sporting events, or designee. Requests may be made verbally or electronically by utilizing the contact information maintained on the University Marketing and Communications and Athletics public websites.
- B. The Director of Marketing and Communications, or designee, will work with internal units to provide notifications of news or commercial 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.

**Revision History:** Executive Council, January 2020; Facilities, Risk, & Services, September 2022  
**BOR Policy/Committee References:** [Policy 6.13](#)