

# THE ARBORETUM AT PENN STATE

## PHOTOGRAPHY POLICY

During the current COVID-19 pandemic, photographers who wish to bring clients into the Arboretum for a photo session must read the University's COVID acknowledgment of risk policy for visitors, and share the policy with their clients. The photo session must also be scheduled through the Arboretum's event and marketing coordinator. Please contact her at [kkr1@psu.edu](mailto:kkr1@psu.edu) at least two weeks in advance of the photo session.

The Arboretum at Penn State places some restrictions on the use of the H.O. Smith Botanic Gardens and other parts of the Arboretum<sup>1</sup> as a setting for taking photographs, including use of all image-recording devices, such as cameras, camcorders, and cell phones.

The Arboretum asks that all photographers, especially those filming videos, be respectful of others' right to enjoy the peacefulness and tranquility of the Arboretum and of the Smith Botanic Gardens.

In keeping with this philosophy, photographers who are using tripods may not block walkways. Free-standing lighting, reflector umbrellas, or other studio equipment may not be erected or arranged.<sup>2</sup> All lighting equipment or reflectors must be held by a person. Access to power sources in the botanic gardens is reserved for use by Arboretum and University staff and rental clients.<sup>3</sup>

In addition to these rules, certain restrictions apply according to the purpose of the photography, as explained below. Any photographers who do not comply with these restrictions will be prohibited from conducting any activity within the botanic gardens and/or other parts of the Arboretum.

### NON-COMMERCIAL PHOTOGRAPHY

Non-commercial photography for personal, course-related, or institutional purposes by University faculty, staff, students, and visitors to the gardens is permitted with the understanding that all photographers must comply with the stipulations regarding equipment (stated above) and pertaining to wedding photography, as explained below. The non-commercial category includes family and friends taking graduation photos, alumni or family members taking reunion photos, and instructors taking photos for academic purposes unless a professional photographer is used on a fee basis. Formal group photos may be taken in the gardens for non-commercial purposes, except as described below for

---

<sup>1</sup> The Arboretum encompasses approximately 370 acres immediately adjacent to the University Park campus of The Pennsylvania State University in State College, Pennsylvania ([arboretum.psu.edu](http://arboretum.psu.edu)).

<sup>2</sup> Exceptions regarding equipment and staging will be made for University-based camera and film crews.

<sup>3</sup> Photographers who have been hired by clients who are renting one of the event venues in the Smith Botanic Gardens are granted certain exemptions, as identified in this policy statement.

wedding photographs, but we ask that you contact the event and marketing coordinator (kkr1@psu.edu) in advance.

### COMMERCIAL PHOTOGRAPHY

“Commercial photography” refers to photos taken by a professional photographer for financial benefit, such as by charging a fee for the session, selling the photos, or using the photos in a product that is intended for sale (an advertisement, calendar, book, etc.). Commercial photography in which the subject of the photos is the Arboretum itself or in which the subject is any of the plants or venues in the Smith Botanic Gardens is prohibited. Commercial photography using the Arboretum or the Smith Botanic Gardens as a **backdrop** for photos taken for a specific, contracted client (such as for senior portraits) will be permitted, with the following restrictions. (Please also see the section regarding wedding photography below.)

REGISTRATION - Photographers who wish to take photos in the Arboretum or in the Smith Botanic Gardens for any commercial purpose must pre-register by submitting their business’ name and contact information to the Arboretum’s event and marketing coordinator (kkr1@psu.edu). Prior to visiting the Arboretum or botanic gardens to conduct a photographic session at a specific time on a specific day, commercial photographers must contact the Arboretum’s event and marketing coordinator to request permission to do so. This permission will only be granted if there is no Arboretum or rental event already scheduled at that time.

MAXIMUM TIME – No commercial photographic session may exceed **one hour**.

### WEDDING PHOTOGRAPHY (Rental clients are exempt from the following restrictions.)

WEDDING PARTY PHOTOGRAPHY LOCATIONS – Regardless of whether or not the photography is on a fee basis, **photos of wedding parties consisting of three or more people may only be taken at the fountain** (Margery Enes Smith Soaring Waters) **or other areas outside of the walled gardens**. (Please refer to the map on page 3 of this policy.)

WEDDING COUPLE PHOTOGRAPHY WITHIN GARDENS – Photographers who wish to take wedding photos within the Smith Botanic Gardens may take **only the wedding couple** (not an entire wedding party or wedding guests) into the formal gardens<sup>4</sup> for this purpose. The photographer may have one assistant to hold equipment.

LIMITED ACCESS ON SATURDAYS – Both commercial and non-commercial photographers must ask the Arboretum’s event and marketing coordinator

---

<sup>4</sup> Event Lawn, Kathryn Bower Smith Strolling Garden, Overlook Pavilion, Joan Milius Smith Esplanade, Pollinator Gardens, Rose and Fragrance Garden, Oasis Garden, North Terrace, and Bamboo Allée. The locations of these venues are identified on the garden map featured on page 3.

(kkrl@psu.edu) for permission to take photos of wedding couples in the Smith Botanic Gardens **on a Saturday**. This permission should be requested at least 48 hours in advance.

03/2021

