



# Standard Administrative Procedure (SAP)

## 41.01.01.L0.03 Photographic or Videographic Access to University Facilities and Grounds

**First Approved:** September 6, 2018  
**Revised:** September 6, 2018  
August 31, 2023  
**Next Scheduled Review:** August 31, 2028

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### Procedure Statement and Reason for Procedure

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Texas A&M International University (TAMIU) welcomes visitors to its campus and allows exterior photography and videography of campus grounds, but as a State agency, the use of exterior TAMIU brands, identity materials, logos, symbols, or protected marks cannot infer or communicate endorsement or preference. In addition, access to dedicated administrative or educational spaces must be limited so as not to impede TAMIU's function/mission or distract from its delivery.

This SAP governs the use of TAMIU property as photographic or videographic backdrops or environments. Additionally, this SAP monitors and approves/rejects planned uses of TAMIU space for photographic/videographic enterprises in order to ensure that no such endorsement or preference is communicated or inferred, and to keep designated administrative and educational spaces free of such distractions and interruptions, unless previously authorized.

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### Procedures and Responsibilities

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#### 1. ACCESS REQUEST PROCEDURES

Access to interior and exterior portions of the University's campus for purposes of photography or videography is limited to no more than one (1) hour for all locations and should be coordinated with the TAMIU Office of Public Relations, Marketing, and Information Services (PRMIS) in advance. Anyone not having secured permissions in advance may be asked to leave designated campus spaces until they have applied for access. Access requests can be completed in person or online and should be submitted a minimum of 10 business days prior to the planned use. The following are procedures for requesting access:

1. Complete the [\*Request Form for Photographic or Videographic Access to University Facilities and Grounds\*](#) in full and submit to PRMIS. Incomplete forms will be rejected.
2. The request form will be reviewed by PRMIS staff and additional information sought from requestor, if needed.
3. A response to the requestor will be provided in writing (facsimile or email) within 24 hours during normal business hours. Any restrictions or guidelines that will need to be followed will be noted in the response. This response should be retained by the requestor and presented on site for verification, if needed.
4. A copy of the response providing or rejecting access to the campus will be provided to the University Police Department.
5. The requestor may be asked to provide final photographic or video sample of end product from any PRMIS-approved photographic or videographic enterprise.

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## Related Statutes, Policies, Regulations, or Rules

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[System Policy 07.03.01, Use of System Symbols, Insignia and Other Identifying Marks, Section 5](#)

[System Policy 09.02, Use of System Names and Indicia](#)

[TAMIU SAP 41.01.01.L0.01, Use of Facilities for Non-Academic Purposes](#)

[Texas A&M University System Video Guidelines](#)

[TAMIU Identity Toolkit](#)

[Request Form for Photographic or Videographic Access to University Facilities and Grounds](#)

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## Definitions

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**Photography** - The use of any image-capturing device (camera, smartphone, tablet, etc.) to record still or moving images to film or digital storage for later viewing or use in physical, electronic, printed, alternative, or social media.

**Videography** - The use of any image-capturing device (camera, gimble, video camera, smartphone, tablet, etc.) to record video of still or moving images for the purposes of playback or manipulation into other physical, print, electronic, alternative, or social media.

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## Contact Office

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Office of Public Relations, Marketing, and Information Services (PRMIS), 956-326-2180, [prmis@tamiu.edu](mailto:prmis@tamiu.edu)