



**PARKS, RECREATION & TOURISM DEPARTMENT
PHOTOGRAPHY / VIDEO GUIDELINES**

The following guidelines supplement those outlined in the City of Rock Hill Annual Commercial Photographer/Videographer Permit Application. These additional guidelines apply to all projects that take place at a Parks, Recreation and Tourism (PRT) facility. This form must on file prior to giving notice of the first project at a PRT facility.

SCHEDULING

- Projects may be conducted for a maximum of 2 hours and be scheduled no more than one month in advance. If a project must be rescheduled due to weather or other circumstance, the PRT department must be given notice and must approve the rescheduled date and time.

USE OF THE PARK/FACILITY

- All City of Rock Hill parks have a “no solicitation” policy. Individuals and businesses must not carry out any marketing or solicitation activities while on park property.
- Other park users may walk by and through major areas of the park, causing minor interruptions.
- If any aspect of the project raises safety concerns for participants, park users or staff, staff on duty will use their discretion in handling the situation.
- Music or other sound related to the production may be used if kept to a moderate volume and as long as it does not disturb the general visiting public outside of the photography area. Volume levels will be at the discretion of PRT staff on duty.
- Any projects that require use of a PRT rental facility (shelters, meeting rooms, etc.) will require the use of a rental agreement and payment of the corresponding rental deposit and fee.
- Each park venue/facility may have additional special requirements for photographers/videographers based on the nature of the park, sport or activity engaged in.

APPROVAL

- When approval is granted by PRT, it will be made in writing. Approval will be given for each individual project.
- Approval is subject to change with advance notice in case of special circumstances.
- PRT reserves the right to charge photographers for park usage during special events.

Signature of Photographer

Signature of PRT Representative

Printed Name

Printed Name

Date

Date

Return form to: Katie Quinn, City of Rock Hill, PO 11706, Rock Hill, SC 29731 Phone: 803-326-3791
Additional Contact: PRT Office; 803-329-5620