Photography Policy

Salem Academy & College recognizes that our campus has exquisite grounds and provides a highly desirable setting for photography sessions. In an effort to protect the gardens and prevent scheduling conflicts causing interruptions to campus events we have developed the following policy.

For the purposes of this policy, "photography" applies to digital, film and video cameras. This policy is applicable for commercial photography and for personal use photography, including family portraits, bridal sessions, prom, etc.)

Photographer Pass (required): This pass is required to make a reservation or to use Salem Academy & College grounds for photography sessions. A pass is available from the Office of Institutional Advancement by contacting 336-917-5554. Facilities are not available for photography sessions with the exception of the Rondthaler-Gramley House for bridal sessions.

Appointment (required): All photography sessions require a reservation by contacting the Office of Institutional Advancement at 336-917-5554. To avoid conflicts with institutional events, reservations should be made no more than two weeks prior to the photography date.

Documentation (required): Photographers – Certificate of Liability All Others – Waiver (Office of Institutional Advancement)

Public Safety Check-In: Before each session photographers and clients must check-in with the Office of Public Safety to receive authorization and a visitor pass for each session. The visitor pass must be visible at all times. Photographers or clients must return the pass and check-out with Public Safety before departing campus. The office is located at the back of Main Hall beneath the porch.

Bridal Sessions require a reservation in the Rondthaler-Gramley House (336-917-5554). Bridal session reservations include a room to change, restroom and use of interior space for photography. Interior space for photography is limited to the room reserved and the upstairs landing, including exterior areas of the RG House and arbor. Additional information is available through the Office of Institutional Advancement.

Fee Schedule:
Employees are not charged a fee for personal photography. Reservations and all other requirements must be met.
Photographer Pass: $100 annually (pro-rated quarterly for passes purchased after January 1)
Rondthaler-Gramley House – Bridal Session (reservation required) - $100

Photography Guidelines

a. Photographers must respect the rights of the Salem Academy & College "Salem" community members.
b. Interfering with Salem students, faculty and staff access to grounds and buildings is prohibited. This includes, but is not limited to: blocking doorways, steps, porches, pathways or yards with people or equipment.
c. Obstruction of sidewalks or streets is prohibited. This includes:
    - Preventing a pedestrian from traveling along the sidewalk without leaving the sidewalk and walking on adjacent property or onto street
    - Preventing or hindering free passage of pedestrian or vehicular traffic on the sidewalks or streets
    - Preventing access to or from any facility. *City of Winston-Salem Code of Ordinances, Part III, Section 74-17*
d. Do not situate equipment or people in a dangerous manner. This includes, but is not limited to:
    - Positioning equipment/people on walls, fences, railings and roofs (and/or other built features)
    - In trees, bushes, and/or other dangerous landscape features
    - In the direct path of vehicular or pedestrian traffic
e. Do not move or alter Salem grounds or property in any way (fences, benches, signs, ropes, plants, barrels, etc.)
f. Large props for staging photographs, including chairs, benches, stages, backdrops, etc. is prohibited.
g. Do not enter or situate equipment/people in restricted areas or locked or closed Salem grounds, including gardens.
h. Access to enter landscaped areas, including the rose gardens and flower beds is prohibited. Remain on brick pathway around water fountains. Do not sit on water fountains. Use path leading to fountain and bench.
i. No pets allowed.
j. Restrooms are available in the Fine Arts Center during normal business hours. Restrooms in other locations and at other times are not available. These restrooms and others MAY NOT be used as a changing room.
k. Photography of people (students, faculty and staff) without their permission, especially those under the age of 13 may be regulated by law.
l. Salem Academy & College may restrict the time, manner and location of photography on institutional property at any time without advance notice.