

Reynolda Gardens Photography Policy

Reynolda Gardens is the private property of Wake Forest University. It includes the formal gardens, Golf Links Meadow, Lake Katharine Wetland, Boathouse, front field and woods. This policy applies to all professional and non-professional portrait photographers using any area of the property at any time. **All sessions in any area of Reynolda Gardens must be scheduled.** Those who do not comply with this policy will be asked to leave the premises.

Professional Portrait Photography (includes any session where there is exchange of money)

- Definition of session: Photography of one person or one approved group (see below). “Mini sessions” are not allowed.
- Fee: \$50 per session in the formal gardens. The fee must be paid to a Reynolda Gardens staff member in advance of the session (see next).
- All professionals using the Gardens are required to pay a fee.
- Reservation procedure: Reservations must be made at least twenty-four hours in advance of the session during regular office hours (7:30 a.m. until 4:00 p.m. Monday through Friday). Reservations must be completed, with fees paid, by 3:30 p.m. on Friday for a weekend session.
- Time limit for a session: Ninety minutes.
- A Request for a Professional Portrait Photography Session in Reynolda form must be completed and given to a staff member when the reservation is made and fees are paid. You must carry a copy of the policy with you during your session. Staff members and Wake Forest Security check the gardens and grounds during non-office hours. Please be prepared to show your copy upon request.
- Previously-scheduled events and weddings take precedence over photography sessions. We will do our best to honor requests made at least 48 hours in advance. We reserve the right however, to deny a request or reschedule a reserved time if necessary. Areas are not closed to previously scheduled groups or to the general public during photography sessions.

Additional Information on Photography at Reynolda Gardens

- Wake Forest University groups may take photographs in the gardens free of charge, but reservations are required.
- Other school and prom pictures are not allowed.
- **Individuals who are not professional portrait photographers and are not charging a fee,** and/or who will not be using the photographs for commercial purposes in any form may photograph in the gardens without a charge; however, they must observe the same restrictions as professional portrait photographers, including filling out a form and reserving a time.
- Garden furnishings may not be moved.
- No photo shoots are allowed in the Conservatory or greenhouses.
- Photographers and subjects may not stand in planting beds.
- Photographers and subjects must remain on mowed paths in the meadow.
- Parking is allowed in designated parking spaces only. **Parking outside the front gate is not allowed at any time.**
- We discourage the use of props. However small chairs, stools or baskets will be allowed. Please indicate props on application.
- Additional restrictions and fees apply to other types of commercial photography, including the use of photographs of Reynolda Gardens in advertising. Contact the Reynolda Gardens office for more information.