

## 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.

### Portrait Photography

- Definition of session: Photography of one person or one approved group (see below). “Mini sessions” are not allowed.
- **A photographer who is being paid, is considered a professional** and there will be a **\$50** per session fee for use of the formal gardens. The fee must be paid to a Reynolda Gardens staff member in advance of the session. **Cash or check only.**
- All professionals using the Gardens are required to pay a fee. No exceptions for family or “friends.”
- 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 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 take precedence over photography sessions. 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.
- Casual photos of the Gardens or plants and flowers are permitted.
- **Individuals who are not professional portrait photographers or 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.
- 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 or in the grass 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. All props must be approved.
- 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.