# On-Campus Photography Request

Name: ____________________________________________________________

Address: ___________________________________________________________________

Phone #: ____________________________  E-Mail: __________________________

**Occasion***: ________________________________________________  *Wedding ceremonies require an additional reservation. This request does not confirm or reserve the chapel. **

**Requested Date**: __________________________  **Time (limited to one hour)**: __________________________

*Photo requests for Monday through Friday are restricted to after 5 p.m.

**University Affiliation**:  1. Faculty  2. Staff  3. Current Student  4. Alumni  (Class Year: ______)

5. Advisory Board Member  6. Family of 1-5*  7. Non-Affiliated

**FEES**:  (1,2,3,4,5,6) = $25.00  (7) = $100.00  *Make check or money order payable to: University of Pittsburgh at Greensburg*

**Photo Permit is included in the rental of Campana Chapel and Lecture Center.**

Name of family member (include maiden name if married): ____________________________________________________________

**University Affiliation / Class Year**  Your relationship to him/her (parents, grandparents, children, grandchildren, or siblings ONLY)

Name of Photographer: ________________________________

Photographer’s Phone #: ____________________________  Photographer’s Email: ______________________________________

Upon receipt of this form, payment, and verification of availability, a permit will be forwarded to you granting permission to take photographs on the Pitt-Greensburg grounds (guests may not access university facilities). If approached, this permit must be presented, otherwise you may be asked to leave.

The University of Pittsburgh at Greensburg will not be liable or responsible for personal injury, personal property damage, lost, or stolen property. No Refunds shall be issued, however, rescheduling will be permitted pending availability. For further information, please contact Conferencing Services at 724-836-7743 or slm166@pitt.edu.

Return this form and payment to:  University of Pittsburgh at Greensburg  ●  ATTN: Conferencing Services 150 Finoli Drive, Lynch Hall 207 ● Greensburg, Pennsylvania 15601

Signature: ____________________________________________________________________________  Date: ______________________________________________________________________

Last update: September 19, 2014