



Events Department

## **Photography and Video Policy**

In an effort to preserve the sanctity of any celebration on the Christ Cathedral Campus – especially the Holy Sacrifice of Mass inside the Cathedral – this policy establishes guidelines concerning how and where photographs and video are taken by those not contracted or commissioned by the Roman Catholic Diocese of Orange or Christ Cathedral.

### **Visitors and Parishioners**

This policy is not directed toward members of the faithful or visitors who intend to take photos/video for their own personal, non-commercial use and whose photographs will not be published, sold, reproduced, transferred, distributed or otherwise commercially exploited in any manner whatsoever. Christ Cathedral and its campus are visually striking and we encourage you to remember your visit with pictures. Don't forget to tag us on social media at #OCCatholic and #ChristCathedral.

### **Press - an official news/media outlet**

Permission to photograph or film cathedral events and services may be given through the Diocese of Orange Office of Communications. For special services, there will be a designated press area. A media pass will be issued and members of the media must confirm their attendance. A designated member of the Office of Communications must accompany all media. For photography requests, email: [Tkincaid@rcbo.org](mailto:Tkincaid@rcbo.org) or [DMorino@rcbo.org](mailto:DMorino@rcbo.org).

### **Professional Photography or Filming**

Any person wishing to photograph/film on the Christ Cathedral Campus, including inside the Cathedral, must be pre-approved, make a reservation and pay a fee prior to their event. An event will fall into one of two categories: Portrait or Commercial.

#### ***Portrait Photography/Filming***

Portrait photography/filming generally covers the following – wedding, engagement, maternity, quinceañera, graduation, family, or holiday photos. A portrait reservation entitles



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photographs/video to be taken on the campus grounds and in the Cathedral Cultural Center main lobby if it is not booked for an event. All other building interiors are not available for portrait photography and if used the photographer and group will be asked to leave the property.

Reservations and fees are required to shoot professional portraits on the Christ Cathedral Campus. Due to high demand (especially on the weekends,) we recommend booking two or more weeks in advance. Sessions are limited to two (2) per two (2) hour time period. The following time slots are available on most days of the year: 6-8 a.m., 8-10 a.m., 10 a.m.-12 p.m., 12-2 p.m., 2-4 p.m., 4-6 p.m., 6-8 p.m., 8-10 p.m. Those whose quinceañeras or weddings are celebrated on the Christ Cathedral Campus shall enjoy priority for photo shoots and this shoot is included in the ceremony package.

Reservations can be made through the Diocese of Orange [Eventbrite](#) page. A non-refundable payment of \$150 must be made at the time of the reservation. Upon completion of the reservation, a Certificate of Liability Insurance in the amount of not less than \$1,000,000 (\$1 million) shall be sent to the Events department at [events@rcbo.org](mailto:events@rcbo.org). In the event that Certificate of Liability insurance cannot be provided, an additional fee to purchase single-event insurance coverage will be assessed. All insurance requirements will need to be met no later than three (3) business days prior to the photography/filming session. The Eventbrite confirmation must be printed and brought to Security prior to commencing photography set-up. The photographer will be issued a photographer badge for use during the shoot. Campus Security can be reached at 714-474-5875 and the security office is located on the backside of the Cathedral Cultural Center.

#### *Commercial Photography/Filming*

Cathedral images which might imply that the Diocese of Orange or Christ Cathedral is endorsing a product or service are not to be made public until the Diocesan Office of Communications has granted its approval. The Cathedral and its campus buildings are not available as a backdrop for modeling shoots, glamour shots or any other way that can help sell a product.

- Reservation requests for commercial uses shall be made through the Events Department by emailing [events@rcbo.org](mailto:events@rcbo.org) or calling (714) 620-7920.



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- It is recommended that this request be made a minimum of four (4) weeks prior to the requested start date. Typical requests are made at least two months in advance.
- Please be prepared to provide the following information as it applies to the project for approval consideration:
  - Scope of entire project
  - Purpose and the extent of the filming requested on the Christ Cathedral Campus
  - Script of the film being shot and/or written outline of website, brochure or other communications vehicle
  - Any follow-on written, video, or print collateral that will contain references or depictions of the Christ Cathedral Campus.
  - Certificate of Liability Insurance in the amount of \$1,000,000 (\$1 million.) Larger scope filming requests with multiple venues and vendors may be required to provide Liability Insurance in the amount of \$2,000,000 (\$2 million.)

All information requested must be submitted prior to any commercial filming and photography dates can be considered and approved. Once the request is completed and approved you will be contacted regarding contract and pricing structure. A signed contract and deposit are both required to book your filming/photography dates.

The Christ Cathedral Campus reserves the right to approve final content for anything in which the campus or its properties will appear, either by name or by visual representation. For books, videos, films or other projects, the Christ Cathedral Campus must receive full details of any dialogue, written content or other accompanying information for review prior to approval. The Christ Cathedral Campus reserves the right to decline any requests for any reason.

Cancellations: At its sole discretion, the cathedral's Event Office reserves the right to cancel any reservation. In such cases, all permit fees for the canceled day(s) will be fully refunded.

### Photographer and Filming Do's and Don'ts

- The photographer will be issued a badge that must be worn while on site to identify permission to photograph/film.
- Tripods and or freestanding lighting equipment, including reflectors, or other brought in-props and equipment may create a safety hazard or impede efficient traffic flow in the



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cathedral or other campus location, and approval for their use and placement is at the discretion of the communications and cathedral event staff.

- Operation or use of any drones, manned and/or unmanned aircraft/flying systems, and remotely-controlled or radio-controlled flying machines (whether or motorized or not) of all types, shapes, and sizes at any time in the vicinity or on the Christ Cathedral Campus is prohibited.
- No photography or video is permitted during worship services without express written permission from the celebrant.
- Do not make another person the primary subject of a photo without his or her written permission.
- Use of professional equipment or professional services on-site (florists, make-up artists, hair dressers, etc.) shall be called out in the initial request and must be covered by either their own insurance or an umbrella policy provided by the photography/filming company.

### Rules of Behavior

The Christ Cathedral Campus is a place of spiritual and historical meaning. Visitors come from all parts of the world to admire the scenery, the architecture and the spiritual richness around them. As a place of peace and inspiration, Christ Cathedral Campus deserves behavior on site that is in keeping with providing the best possible visitor experience. The following rules are enforced.

- No provocative behavior, yelling, or gyrating. We encourage respect for the landmark portrayed in photos.
- Clothing that is excessively revealing, contains obscene language/graphics, or is otherwise inappropriate is not permitted on the campus.
- Alcohol is not permitted.
- Groups that attract negative attention to themselves or the shoot will be asked by security to leave and are not entitled to a refund.
- Follow the guidance of the campus staff and signage. Have respect for all landscaped areas.
- Fire lanes and no parking areas are to be respected at all times. Anyone parking in a fire lane will be asked to move the vehicle or else leave the premises.



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- Law enforcement will be contacted if the unacceptable behavior on the part of anyone in the party does not cease.

### You Should Know

- Access to certain areas of the Cathedral campus may be restricted without notice as required to ensure the safety and convenience of Cathedral visitors and staff.
- Christ Cathedral reserves the right, at its sole discretion, to withhold or withdraw permission to photograph on its premises or to reproduce photographs taken on Cathedral grounds.
- The Diocese may photograph, film, or videotape visitors for educational and promotional purposes. One seeking a permit or booking an event implies one's consent for the use of the holder's likeness, voice, or video image for marketing purposes.
- Neither Christ Cathedral nor the Diocese of Orange bear any responsibility for injuries incurred by personal carelessness, negligence, or poor judgment.