**Wedding Photography on PolyU Campus**

**Application Rules and Regulations**

PolyU alumni are welcome to take wedding photos on the University campus. Application should be made to the Alumni Affairs Office through submitting a completed [application form (Annex)](#Application) via email at alumni@polyu.edu.hk **at least one month** prior to the shooting.

In order not to cause any inconvenience to teaching and learning activities and/or normal operations of the University, permission for wedding photography will be given on **all Sundays and statutory holidays outside the examination and Congregation periods\*** only. Wedding photography is limited to outdoor locations. Shooting is not allowed inside any of the campus’ facilities.

The rules and regulations of PolyU should be strictly observed when the shooting takes place. The University reserves the right to stop the shooting immediately in case of non-compliance with any of the regulations. Use of fire, fireworks and explosives on campus is strictly prohibited. Use of unmanned aerial vehicles (flying drones) is not allowed.

The wedding photographs shall be of personal uses and not for any commercial purposes.

The applicant shall indemnify and keep indemnified the University against all liabilities, casualties, losses and damages arising out of or in connection with the shooting.

In case of bad weather or other reasons that lead to rescheduling of your photography session, please inform the Alumni Affairs Office by email at least one working day before the scheduled shooting date for arrangements.

The University reserves the right of final decision in case of disputes.

***\****Examination period: Dec; mid-April to mid-May; mid-July every year

 Congregation period: late October to November every year

**Wedding Photography on PolyU Campus** **Application Form**

**Particulars of Applicant**

|  |  |
| --- | --- |
| Name  |  |
| Faculty/School/Department  |  |
| Year of graduation  |  |
| Student number  |  |
| Contact mobile number  |  |
| Contact email  |  |

Please fill in the following if your fiancé/ fiancée is also a PolyU alumnus/ alumna:

|  |  |
| --- | --- |
| Name  |  |
| Faculty/School/Department  |  |
| Year of graduation  |  |
| Student number  |  |
| Contact mobile number  |  |
| Contact email  |  |

**Shooting Details**

|  |  |
| --- | --- |
| Date (Sundays and statutory holidays only) |  |
| Time  | From to (Total: hours) |
| Location |  |
| Crew size and composition |  |
| Supplementary information (if any) |  |

**Declaration**

By signing this application form, I confirm and declare that

1. The information provided is true and correct. Any willful dishonesty may result in disapproval of this application and shooting.
2. I have read the rules and regulations and agreed to observe all terms outlined in this application. Any violations may result in disapproval of this application and shooting.
3. I authorize the University to use my personal data for processing this application.

|  |  |
| --- | --- |
| Applicant’s Signature  | Date |