

# Photo Release “Opt Out” Form

*Website & All Other Marketing/PR Materials*



The Centenary community is the best resource for portraying the life of the University and as a result images/videos of people publicly engaged in University- related events or campus life are often taken for these purposes. Centenary University reserves the right to take photographs of campus facilities, events, faculty, staff, students, and guests in any areas of the campus where subjects would not have an expectation of privacy.

Centenary University uses photographs, photographic images, names, and audio/video recordings of employees, students, or guests for general publicity in publications, on its website, on social media, in public relations, promotions, and advertising, etc. Your presence in or around University facilities and/or properties, as well as at off-campus University-sponsored events, constitutes your consent to capture and/or use your image or likeness without remuneration.

Centenary University does not collect release forms from its students, faculty, staff members or guests for the use of images or films taken on campus. Centenary University understands that there may be employees, students (or parents/guardians of such person if under the age of 18), or guests who may wish to not be photographed or have their image used for university-related purposes and can opt-out by contacting the receptionist in the receptionist area in the front parlors and completing a Photo Opt Out Waiver.

Unless a fully completed Photo Opt Out Waiver is on file, your image and/or likeness may at any time be captured by still photography, videography, or other photographic or electronic means. The University reserves the right to use any such image, photograph, video, or the like for University related purposes.

Those who do NOT want to be photographed and have completed a Photo Opt Out Waiver are responsible for notifying the camera operator of their opt-out status, and/or removing themselves from any event where photographs/videography are in use. Failure to do so may result in the employee's or student's inclusion in a photograph or recording and will be treated as a release, allowing the University to utilize that photograph or recording accordingly.

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Name (Print) : \_\_\_\_\_ Date: \_\_\_\_\_

Student ID Number: \_\_\_\_\_

As a student of Centenary University, you have a right to opt out of inclusion in images/photographs and videos used for marketing, communications, and public relations purposes. If you do not to opt out, you are aware that your image recorded on the Centenary University campus or in Centenary University related activities in photographs and/or video may be used by Centenary University for the purposes stated above. If you wish to opt out, you must check the box below and return this form to the receptionist. This election shall remain in effect for the remainder of your time attending Centenary University, or unless otherwise stated in conjunction with policy change(s).

**If you are electing to OPT OUT, please check the box below:**

PLEASE DO NOT PUBLISH OR IN ANY WAY USE MY IMAGE/PHOTO AND/OR VIDEO FOR MARKETING, COMMUNICATIONS, OR PUBLIC RELATIONS PURPOSES.

**\*\*IF YOU ARE OPTING OUT, PLEASE COMPLETE THE FORM AND RETURN IT TO THE RECEPTIONIST IN THE FRONT LOBBY OF THE SEAY BUILDING\*\***

\_\_\_\_\_  
Student Signature (STUDENT ONLY- Please Sign)

\_\_\_\_\_  
Date

Centenary University celebrates the achievements of our students. Throughout the year, the University may take images/photographs and/or videos of students and school activities. These images/photographs and/or videos may appear in various Centenary University publications, including, but not limited to, the Centenary University website (CentenaryUniversity.edu), newsletters, programs, brochures, institutional calendar, social media, or mass media outlets. Any questions, call: 908-852-1400 ext. 2238