



Photography and Videography Policy

Purpose

The purpose of this policy is to establish clear guidelines for photography and videography within The Greenwood Building in order to:

- Protect the privacy and security of tenants, guests, and staff
- Preserve the professional environment and day-to-day operations of the building
- Ensure all visual content created on-site aligns with Greenwood Development's brand standards, values, and reputation
- Maintain control over how the property is represented in public-facing media

As a historic and highly visible property, The Greenwood Building requires thoughtful oversight of all visual content produced within its spaces.

Scope

This policy applies to all individuals and entities within The Greenwood Building, including:

- Tenants
- Tenant employees and guests
- Vendors and contractors
- Photographers, videographers, and production teams
- Influencers, content creators, and media representatives
- Members of the general public

This policy governs all photography and videography conducted within:

- Interior common areas (including lobbies, hallways, stairwells, elevators, restrooms, and conference rooms)
- Exterior areas of the property when associated with building use
- Any shared or publicly accessible spaces within the building

This policy applies regardless of the intended use of the content, including personal use, commercial use, marketing, advertising, or social media.



1. General Policy

Photography and videography within The Greenwood Building is not permitted without prior written approval from Greenwood Development.

This includes all:

- Common areas
- Hallways and corridors
- Lobbies
- Stairwells and elevators
- Restrooms
- Conference rooms
- Exterior grounds (when part of a coordinated shoot)

2. Tenant Use

Tenants may:

- Photograph or film within their leased premises without approval

Tenants may not:

- Use common areas for photography or videography without prior written consent

All requests must be submitted at least 48 hours in advance and are subject to approval based on:

- Location
- Timing
- Operational impact

3. Non-Tenant Use



Non-tenants (including photographers, videographers, influencers, content creators, musicians, and production teams):

- Are strictly prohibited from filming or photographing inside the building without written authorization
 - Must coordinate all activity through Greenwood Development
 - Will be asked to leave immediately if operating without approval
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4. Tenant-Invited Vendors & Creators

If a tenant brings in a photographer or videographer:

- The tenant must obtain prior written approval
- The tenant assumes responsibility for compliance with this policy
- Greenwood Development reserves the right to deny any request

Promotional Content Clause:

Any content intended for marketing, advertising, or public distribution must be reviewed and approved to ensure alignment with Greenwood Development's brand and community standards.

5. Operational Restrictions

Filming and photography in common areas are not permitted:

- During standard business hours (Monday–Friday, 8:00 AM – 5:00 PM)
- During events, maintenance, inspections, or cleaning
- In any manner that disrupts tenants or operations

Exceptions may be granted at management's discretion.

6. Privacy, Security, and Safety

The following are strictly prohibited:



- Capturing tenants, staff, or visitors without consent
- Recording confidential or sensitive information
- Blocking access to:
 - Entrances/exits
 - Elevators
 - Stairwells
 - Restrooms
- Interfering with building operations or security systems

Violations may result in immediate removal and further action.

7. Content Control & Brand Protection

Greenwood Development reserves the right to:

- Require removal of unauthorized content
 - Review and approve promotional materials
 - Require edits to content that misrepresents the property or conflicts with brand standards
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8. Request Process

All requests must be submitted to:

Lesley Lane

Director of Property Management

LLane@GreenwoodCR.com

Requests must include:

- Date(s) and time(s)
- Location(s)
- Number of participants
- Purpose and intended use
- Equipment list

Approval is not guaranteed.



9. Enforcement

Greenwood Development reserves the right to:

- Stop any unauthorized activity immediately
- Revoke access privileges
- Enforce lease provisions for tenant violations

10. Fees and Scheduling

All approved photography and videography within The Greenwood Building is subject to a flat location fee of \$250.00.

- The fee covers up to four (4) hours of use
- No reduced rate is offered for sessions shorter than four hours
- Time exceeding four hours must receive prior approval and may be subject to additional fees at management's discretion

All approved filming must take place in accordance with operational restrictions outlined in this policy.

Full payment is required prior to the scheduled date. Approval is not confirmed until payment has been received.