
**The Roman Catholic Church of the Diocese of Phoenix
Catholic Schools Office Policies and Procedures**

Policy 3-1 Catholic Schools; APPENDICES

Appendix A.2

**CATHOLIC DIOCESE OF PHOENIX
CONDITIONS AND PROCEDURES ON USE OF DIOCESAN PROPERTY
FOR PHOTOGRAPHS OR FILMS**

As a general rule, no person or entity should be permitted to take photographs of the exterior or interior of churches, schools, retreat centers and other Diocesan facilities, and no person should have access to such churches, schools, retreat centers and other Diocesan facilities for purposes of filming or taping commercials, radio or television programs, films, advertising or other such purposes without the prior express permission of the Diocese, which is generally conferred through a written license agreement. Any questions regarding the proposed use of a church, school, retreat center or other Diocesan facility for a television program, film or advertisement should be directed to the General Counsel of the Diocese.

Non-Commercial Photography. Visitors to our churches, schools, retreat centers and other Diocesan facilities are permitted to take photographs of the building and grounds for private, personal, non-commercial use. Such photographs may not be published, sold, reproduced, transmitted, distributed or otherwise commercially exploited in any manner whatsoever. Interior photos of the church are generally prohibited unless they are taken in connection with a private event (i.e., wedding) and specific permission has been granted.

Commercial Photography. No photographs, videos, CDs, multimedia, or images of any kind of the building, grounds and property are allowed to be taken for commercial uses of any kind (whether for-profit or non-profit), or for any use without express written permission of the Diocese.

For purposes of this policy, the term "*Photography*" is intended to include the capturing or recording of image, sound or both by mechanical or digital means, such as by 35 millimeter camera, digital camera, cell phone camera, disposable camera, video camera, tape recorder, etc.