



TOWNSHIP OF HAMILTON  
REQUEST FOR PERMISSION TO PHOTOGRAPH, BROADCAST OR  
ELECTRONICALLY RECORD ON  
TOWNSHIP PROPERTY

Date of Request: \_\_\_\_\_

Name of Requestor: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone Number: (    ) \_\_\_\_\_

Affiliation, if applicable: \_\_\_\_\_

Matter to be covered: \_\_\_\_\_

Name of Gov't. Body \_\_\_\_\_

State Specific Purpose: \_\_\_\_\_

By signing this agreement below, I affirm that:

I agree to providing pooling capabilities as required by the Supreme Court Guidelines on Electronic Devices.

Requestor:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Approved By:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

This Request is    \_\_\_    Granted  
                             \_\_\_    Denied

## **GUIDELINES FOR PHOTOGRAPHY, BROADCAST OR ELECTRONICALLY RECORD ON TOWNSHIP PROPERTY**

### Applicability

These guidelines apply to all public meetings conducted by the Township of Hamilton, County of Mercer, New Jersey.

### Rationale

Advances in technology have provided not only traditional journalists but also members of the general public with access to a variety of easily portable electronic devices that can be used to capture news, photographs and/or video. The pervasiveness of new electronic devices, and their availability to traditional journalists, bloggers, new age journalist and the general public, requires the implementation of updated guidelines governing the use of electronic devices in and around municipal property, so that their use does not compromise fairness to all, efficiency of township meetings and/or appropriate public meeting decorum.

The term “electronic device” means any device, including any portable device, that has the capability to transmit, broadcast, record and/or take photographs and also includes any similar electronic devices whether now in existence or late developed (hereinafter “electronic device”). As utilized in these guidelines, the term “electronically record” means the audio and/or video recording of events by means of an electronic device (hereinafter “electronically records” and/or “electronically recording” and/or “electronic recording(s)).”

### Township Grounds

Except as otherwise provided in these guidelines, the use of electronic devices for any purpose, including photography, electronic recording, broadcasting and/or transmitting, on the grounds outside of any municipal property shall be permitted. However, individuals are cautioned to seek appropriate approval from facility security authorities and/or the owner of such facility before doing so including, but not limited to, the Hamilton Township Police Department. Permission for all audio, visual or photography of scheduled ceremonial events/proceedings shall not be required if the ceremony is being conducted by a township official. While in common areas of township buildings, all persons are permitted to possess and use an electronic device for any purpose other than to take photographs, electronically record and/or broadcast.

### Agreement Required

Before a person may operate an electronic device at a public meeting, the person must execute an agreement for *Permission to Photograph, Broadcast or Electronically Record on Township Property*. The executed agreement must be submitted to the municipal clerk or her designee, to be dated and filed. A form of such agreement is attached to these guidelines. The request shall be presented to the municipal clerk within a reasonable time prior to the commencement of the meeting/proceeding to permit the municipality adequate time to consider the request. A response to the request shall be provided within 24 hours of the request or as soon as practicable, giving due consideration to the number of requests and timeliness thereof.

This agreement shall be accessible on the Hamiltonnj.com website or the Municipal Clerk’s Office. An executed agreement may be submitted electronically to the municipal clerk ([egore@hamiltonnj.com](mailto:egore@hamiltonnj.com)). An execute agreement may also be submitted via mail or hand delivery.

The agreement shall be valid for the date of the requested meeting, or in the case of a meeting being cancelled or postponed, it shall be valid for the revised meeting date.

An individual with a valid agreement may use an electronic device during a public meeting to silently take notes and/or transcribe and receive communications and information, without obtaining prior authorization. Such device shall be placed on silent mode. Under no circumstances shall such use interfere with the conduct of the public meeting, pose a threat to safety or security, disrupt other members of the audience, or compromise the integrity of the meeting.

## GENERAL REQUIREMENTS

**Prior Permission Required.** Any individual seeking to photograph, electronically record, broadcast and/or transmit any public meeting of the Township of Hamilton must make a specific request to do so. Those meetings or portions of meeting which are permitted to law to be closed to the public shall not be videotaped.

**Electronic Recordings.** If no technologically suitable electronic recording system exists in the particular meeting room, or if the particular electronic device does not contain its own electronic recording system, any microphones, cameras and relating wiring shall be unobtrusive and shall be located in places designated in advance of any meeting. Any individual seeking to use any other technology to record sound or video for broadcast shall make a specific request in advance for permission to do so.

**Electronic Recordings Inadmissible.** No electronic recording, broadcast and/or transmission shall be admissible as evidence or used in any court proceeding for any purpose including, but not limited to, a challenge to the accuracy of the official meeting record. The electronic recording may not be represented as an official transcript in any manner and/or for any purpose.

**Pooling Arrangements.** Participating users of electronic devices and participating still photographers are to make them available for showing to others who express an interest in viewing same. All interested parties shall be given an opportunity to obtain copies, but no person or entity shall have the power to edit or abridge the same. An unedited/unabridged copy shall be provided to the Township of Hamilton ([egore@hamiltonnj.com](mailto:egore@hamiltonnj.com)) within five (5) business days where it shall be kept in accordance with the Municipal Agencies General Records Retention Schedule issued by the New Jersey Department of the Treasury, Division of Revenue and Enterprise Services, Records Management Services.

## PLACEMENT OF EQUIPMENT

**PLACING/REMOVING EQUIPMENT.** All devices shall be located to the last seating row of the meeting room so as not to disrupt audience members. Electronic devices shall be placed in or removed only prior to commencement or after adjournment, or during a recess in the meeting. All persons using electronic devices shall assume fixed positions with the designated location and, once positioned, shall not move about the meeting room in any way in order to photograph or record. Noncompliance may be cause for the person and equipment to be removed.