



**HILLCREST EDUCATIONAL CENTERS, Inc.**  
*Confidentiality for Photography/Filmography Vendors Agreement*

\*\*\* Note: This includes anyone taking photos or filming whom are not employed directly by HEC. \*\*\*

**We hope that your visit to this Hillcrest campus is pleasant and productive. However, the safety and security of our students and staff is our highest priority. Therefore, in order to be welcome to this campus, which is private and not public property, the following rules and procedures must be followed. Your cooperation, although expected, is sincerely appreciated.**

**1. *The Visitor's Badge must be worn, in sight, at all times.*** All visitors must sign in at the Reception Desk or Secretary's Office in the Main Building, and must receive a Visitor's Badge. At the conclusion of your visit, you must return badge and sign out as well.

**2. *Visitors may NOT move about the campus without permission or without an accompanying staff member.*** Visitors may only go where they are authorized to go.

**3. *Please abide by the agreed upon visitation time frame.***

**4. *Please ensure that all visitors in your party are dressed appropriately. Do not wear such items as:***

- |                   |                                               |
|-------------------|-----------------------------------------------|
| A) Tank Tops      | D) Short Shorts                               |
| B) "Belly Shirts" | E) Low Cut Shirts or Dresses                  |
| C) Short Skirts   | F) Any item that is "see-through" in material |

**5. *For your safety, as well as that of our students and staff, in the event of a Fire Alarm or Emergency Procedure all persons on campus must:***

- A) Participate in the procedure or drill.
- B) Follow staff requests and direction.

**6. *Hillcrest Educational Centers is proud to be a tobacco-free environment.*** There is no smoking in any location on our campuses or within eyesight of the campus or students. No tobacco products, matches or lighters are allowed on campus. All such items must be turned in at the Reception Desk or **locked** in the visitor's car.

**7. Photographs: Approval must be granted before taking any pictures of the following:**

- A) HEC Students
- B) HEC Staff
- C) HEC Facilities (including: building, grounds and/or anything else owned and/or leased by HEC)

**8. Visitors' language and behavior is expected to be polite and appropriate at all times.**

**9. Those with highly communicable diseases such as (severe cold, chicken pox, Conjunctivitis, etc.) will not be allowed on campus due to the potential widespread affect on the health/safety of students, staff and other visitors.**

**10. If, at any time, the interactions between visiting parties is deemed to be inappropriate, verbally or physically, the visit will be terminated immediately and you will be unable to visit again until the matter has been processed and resolved to our Agency's satisfaction.**

**11. The following items may NOT be brought onto any Hillcrest Educational Centers, Inc. campus:**

- ✓ Pets of any kind
- ✓ Matches and/or lighters.
- ✓ Pocket knives, box cutters, or any other sharp/sharpened tool or object.
- ✓ Weapons (even with proper permits to carry a weapon or weapons).
- ✓ Fire works or incendiary devices of any kind.
- ✓ Glass. Any item made of glass.
- ✓ Drugs, medications and/or alcohol.
- ✓ Pornography
- ✓ Any illegal item or substance

**Contractors and Crafts Persons:**

Please do not leave any tools, materials or sharp objects unsupervised or in any area in which students are active. If your job requires you to leave tools on the campus overnight, they must be kept in a lockable storage container and locked every night or when not in use or unsupervised for any length of time.

***Visitors who choose not to observe these guidelines will be directed to leave the campus immediately.***

**By signing below, I agree to follow the above guidelines and rules of the program I am visiting.**

**Name (Printed):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name (Signed):** \_\_\_\_\_

**Witness:** \_\_\_\_\_

