

The fee for photography and/or videography sessions is \$40 per 1.5 hour session. There is no charge for photography/videography when the session is held in conjunction with a previously booked private [after hours] facility rental of the Museum or when approved by Museum staff. *The agreement for the rental must be scheduled and signed before the photography/videography session takes place.*

Photography/videography sessions can take place during the following hours: Tuesday-Saturday 10-3:30 (last session begins at 3:30), Wednesday 10-7:30 (last session begins at 7:30), dependent upon availability, and can take place in any open Museum gallery or on the grounds weather permitting. A photography/videography session is not to exceed 1.5 hours. If more than 1.5 hours is needed, an open hour rental contract will need to be signed and additional fees paid. If persons being photographed utilize the Underground Gallery changing area, personal items must NOT be left in the changing area unless lockers are used. Keys & locks to secure the lockers are available at the Front Desk and must be checked out. The Museum/City of Springville/its employees are not responsible for any items left unattended.

Rule: Please check in with Museum Staff at the Front Desk upon arrival. Proper paperwork must be submitted/on file and payment made.

Commercial photography and videography definition: Any photography/videography which involves one or more of the following: bridal/engagement portraits, formal portraits, extensive set-up, tripods, monopods or large camera bags/equipment.

- All equipment must be at least its set-up height plus one foot from any work of art all times, and at the discretion of Museum staff.
- No artwork may be touched or moved.
- Photographs or videos of artwork may not be commercially sold, exploited, reproduced, published, distributed or transferred without written permission and copyright clearance from the Museum, as most works are under copyright restrictions.
- Photography/videography sessions may be terminated in case of emergency situations and building and/or grounds evacuated per staff discretion.
- Use of props is at the discretion of the Museum staff AND must be approved prior to session.
- Requests for unusual photography circumstances MUST be approved by a Museum staff member prior to beginning of photography/videography session.

\_\_\_\_\_  
Name of Photographer/Videographer & Name of Customer (please print)

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City State Zip

(\_\_\_\_\_) \_\_\_\_\_  
Phone Email

Declaration of Intent for photographs and/or video: \_\_\_\_\_

As the *Photographer/Videographer*, I understand and agree to abide by the parameters of this agreement and release.

\_\_\_\_\_  
Photographer/Videographer Signature Date

For office use only:  
\$40 fee paid  cash  credit card  check# \_\_\_\_\_ receipt# \_\_\_\_\_ \$40 fee waived  included with facility use

Approved \_\_\_\_\_  
Museum Staff signature date

Session Start time: \_\_\_\_\_ End time: \_\_\_\_\_

Locker A1 key & lock checked out  & returned , Locker A2 key & lock checked  out & returned , Locker B1 key & lock checked out  & returned

\*Staff signature at checkout: \_\_\_\_\_