

PHOTO AND FILM REQUEST FORM

(Complete at least five working days prior to proposed filming)

Name _____ Date of request _____

Title/organization _____ Tel. (mobile preferred) _____

Address _____ E-mail _____

Date of photography/filming _____ Arrival time _____

Time needed for set-up _____ Actual shooting time _____

Breakdown time _____ Departure time _____

Specific location(s) in building _____

Name(s) of persons or activity to be filmed _____

Number of photographers/crew (list by name) _____

Equipment (including any props)

Please be thorough and check with your film crew. The museum reserves the right to refuse any items not approved in advance.

Will you need the use of? Electrical outlets Elevator Cart/dolly Other _____

Purpose (please specify media/class project/personal/other):

How will the images be used? (List publications, media outlets, and web sites such as flickr, etc.)

Images are strictly for non-commercial use. A credit line must be included identifying the Allen Memorial Art Museum (see agreement).

AMAM PHOTO AND FILM AGREEMENT

Please initial to confirm you have read and agree to each condition listed below:

- _____ Photography and videography shall be conducted without disrupting visitors or classes; filming may not limit access to stairwells, entrances/exits, and high-traffic areas.
- _____ Objects on loan to the AMAM from other institutions or private collections may not be filmed or photographed.
- _____ The museum reserves the right to supply its own electronic files of specific artworks for publication.
- _____ Film crews must be accompanied at all times by the Media Relations Manager or a member of the AMAM department arranging for the photography.
- _____ Food and beverages are not permitted in the galleries. Access to storage areas is prohibited.
- _____ Images are for noncommercial use and may not be published, sold, reproduced, transferred, or distributed without prior written permission from the Allen Memorial Art Museum. Images and/or files cannot be used in publications other than those on the original application; additional uses require permission.
- _____ Images in print or online must include a credit line identifying the Allen Memorial Art Museum. Upon request, two copies of the final product (web links and PDFs are permitted) will be supplied gratis to the AMAM within 30 days of completion.
- _____ The museum reserves the right to refuse access, on the day of filming, to any equipment or persons not listed on the original application. The AMAM also reserves the right to suspend any activity deemed hazardous or interruptive. The AMAM reserves the right, at its sole discretion, to withdraw permission to reproduce photographs of its exhibitions and facilities.
- _____ Tripods and stands must be placed a safe distance away from artwork and architectural elements; the AMAM reserves the right to relocate any equipment that could jeopardize the safety of people or art. Tripods and stands must have rubber feet.
- _____ Lighting: A maximum of 20 footcandles (200 lux) should be observed at all times. No direct lighting is allowed on textiles or works on paper. Cables must run along the walls, if possible, and be secured with tape.
- _____ Security officers will supervise the movement of photography equipment into and out of the building.
- _____ All costs incurred by the AMAM, such as dedicated security officers, will be assumed by the filmmaker/photographer.
- _____ I agree to assume financial responsibility for any damage to AMAM or Oberlin College property caused by myself or my agents. I further agree to hold the AMAM and Oberlin College harmless against any claims or expenses, of whatever nature, that result from my work at the museum.

I have read and agreed to the conditions in the Allen Memorial Art Museum Photo/Film Policy.

Signature _____ Date _____

OFFICE USE ONLY

Staff contact person _____ Telephone _____

Door(s) approved for access _____

Director's Office approval _____ **Registrar's Office approval** _____

cc: Security Office
Media Relations