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|  | **Photography Policy** |

The following guidelines are intended to ensure that photo sessions are a positive experience for photographers and participants, as well as and the Kernersville Museum.

 • For the purposes of this policy, a “photography session” is defined as the use of photography equipment by a professional or amateur photographer that results in still photographs, video, or any other photographic image media (‘photographs”), for a specialized purpose (such as classes, club events, weddings, or artistic use), **whether or not income is derived from the images.**

 • Photographs taken during photography sessions for noncommercial use may be uploaded to personal social media accounts but may not be used commercially in any manner, including, but not limited to advertising by the photographer.

• Photographs taken during photography shoots for commercial use must comply with attached Reproduction Policy. A Reproduction Request Form, accompanied by the photographs to be used, must be submitted for photographs taken for commercial use.

• All photography sessions, whether conducted by a professional or amateur photographer, and whether for commercial or noncommercial purposes, require completion of the attached Application for a Photography Session Pass.

• All photographers must schedule each photography session a minimum of one week in advance to ensure staff availability and to avoid conflicts with other events.

• Access to the Museum and Museum campus (including the Historic Village) is limited to the date/hours indicated in the pass.

 • In the event of inclement weather, the photographer may request that the photograph session be rescheduled.

• The pass must be clearly displayed while in the Museum, or on the Museum campus.

• Photography sessions taking place during museum operating hours must not interfere with the enjoyment of other visitors, restrict access to entrances, doorways, or high traffic areas, or otherwise disrupt the normal operations of the Museum.

 • **Artifacts and equipment in the Museum’s collection will not be relocated for photo shoots.**

 • Photography equipment (i.e. tripod, monopod, lights, diffusers, detachable flash, umbrellas, etc.) and props must not be placed on Museum exhibits, displays, vehicles, or agricultural equipment, and neither photographers nor participants may not climb on said items as part of a photography session, unless the vehicles/equipment are specifically identified by the Museum for interactive use.

• The Museum reserves the right, at its sole discretion, to withhold and/or withdraw permission to photograph on its premises for any reason. Failure to follow the above policies may result in early termination of the photography session, and, in such cases, no refund of fees will be issued.

* Photographers and participants conduct the photography session at their own risk. The Kernersville Museum Foundation, the Town of Kernersville, and their employees, agents, and/or assigns assume no liability, express or implied for any injury or other occurrence involving a photographer or participant in a photography session. Photographer and participants agree to indemnify the Kernersville Museum Foundation, the Town of Kernersville and their employees, agents and/or assigns from any such liability, as well as for any damage to Museum property occurring during the photography session.

**PHOTOGRAPHY SESSION FEES**

   \*ALL sessions must be scheduled a minimum of one week in advance. Fees listed below are due at the time the Application is submitted.

* **1 Hour Session** - $25 flat fee, no more than 1 hour, during Museum operating hours (must be reserved)
* **2 Hour Session** - $100 flat fee, more than 1 hour (not more than 2 hours), during Museum operating hours (must be reserved)
* For sessions lasting longer than 2 hours, or scheduled outside of Museum operating hours, please contact the Museum office for a fee estimate. Such sessions usually entail an additional $50 administrative fee, as well as fees of $50/hour.

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|  | **Application for Photography Session Pass** |

By applying for a Photography Session Pass, you acknowledge that you have read, understand, and agree to adhere to the policies listed in the attached Photography Policy. Failure to abide by these policies will result in cancellation or early termination of the photography session with no guarantee of a refund.

Photographers and participants conduct the photography session at their own risk. The Kernersville Museum Foundation, the Town of Kernersville, and their employees, agents, and/or assigns assume no liability, express or implied for any injury or other occurrence involving a photographer or participant in a photography session. Photographer and participants agree to indemnify the Kernersville Museum Foundation, the Town of Kernersville and their employees, agents and/or assigns from any such liability, as well as for any damage to Museum property occurring during the photography session.

Date Requested:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time of Requested Session: \_\_\_\_\_\_\_\_\_\_\_ AM/PM

Length of Session (circle one): 1 hour 2 hours More than 2 hours

Name of Photographer (please print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Photographer Email Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Names of Participants (please print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Photographer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signatures of Participants (Parent/Guardian signature required if under age 18):

Signature of Participant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Participant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Participant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Participant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Participant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Participant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MUSEUM OFFICE USE ONLY**

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| Date Request Received: |  | Received By: |  |
| Approved/Denied: |  | By: |  | Date: |
| Total Fee: |  | Fee Received By: | Date: |