# MFAH PHOTOGRAPHY AND FILMING REQUEST FORM

1.	Please mark the box next to the category that best describes your photography/filming request:          I am a member of the media         I am a commercial photographer and/or filmmaker (includes portrait photographers)         I am an educational filmmaker (i.e., not-for-profit)							
2.	Contact Information:							
	Title	e First Name	Last N		Last Name _	Name		
	Nan	ne of Organization		Contact Number				
	Email Address							
	Org	ganization Address						
3.	Project Details:							
	(a)	(a) Please briefly describe the shoot and/or film project:						
			1 5					
		Requested date and time of	f shoot:		Request	ed duration of shoot:		
	(b) Please mark the box next to the proposed MFAH location(s) of your shoot:							
		-	□ Law Building □ Beck Building □ Cullen Sculpture Ga		Museum:	□ Rienzi □ Bayou Bend Collection and Gardens		
		Other MFAH location:	Glassell School of A					
			hin each proposed MFAH location:					
	(c)	How many people are in your crew?						
(d) Do you anticipate that your shoot may block access to visitors?								
	(e)	lease indicate any of the following equipment you plan to use <u>and</u> provide the quantity of each:						
		<ul> <li>Tripods</li> <li>Laptops</li> <li>Chairs or table</li> <li>Light stands</li> <li>Lights</li> <li>Other equipment:</li> </ul>	□ Ca □ Au *Anticipated		plies foot-candle	s, lux and lumens):		
	( <b>f</b> )					oment?		
4.	Add	Additional Requirements:						

All photographers and filmmakers are required to follow all MFAH Policies and Procedures, including those indicated on the reverse side of this form. Additionally, all persons wishing to photograph and/or film on the MFAH campus will be required to agree to and sign the appropriate MFAH document (contract or waiver and release) based on the complexity of the request. Please allow at least 48 hours for MFAH to process your request.

# MFAH POLICIES AND PROCEDURES

### Fee Schedule

Generally, all commercial photographers and filmmakers, and some educational photographers and filmmakers, are required to pay a usage fee to MFAH prior to conducting any photography and/or filming. This fee includes access to the MFAH campus, limited and reasonable electrical power access, and one MFAH liaison, and is assessed to offset the expense to MFAH of the photographer's project. The amount of the fee assessed is in the sole discretion of the MFAH and will be determined by the MFAH Communications department, based on the complexity of the request.

## **Insurance**

At MFAH's request, commercial and educational filmmakers/photographers must provide evidence of liability insurance, generally at the levels indicated below, prior to photography and/or filming on the MFAH campus. Unless otherwise agreed, the following amounts are required:

General Liability	Limits			
Commercial General Liability – Each Occurrence	\$1,000,000			
Damages to Rented Premises	\$1,000,000			
Medical Expense	\$10,000			
Personal & Adv. Injury	\$1,000,000			
General Aggregate	\$2,000,000			
Products	\$1,000,000			
Automobile Liability				
All Owned Autos, Hired Autos and Non-Owned Autos - Combined				
Single Limit	\$1,000,000			
Excess/Umbrella Liability				
Occur – Each Occurrence	TBD			
Aggregate	TBD			
Workers Compensation and Employers' Liability				
E.L. – Each Accident	\$500,000			
E.L. Disease – Each Employee	\$500,000			
E.L. Disease – Policy Limit	\$500,000			

#### **Light Levels**

All photography and filming inside an MFAH building requires that light levels be measured with a calibrated foot-candle/lux meter and must not exceed the following levels, unless otherwise stated in writing by the Chief Registrar of the MFAH. For works on paper, light levels must not exceed 5-7 foot-candles (50-70 lux). For textiles, light levels must not exceed 5-7 foot-candles (50-70 lux). For paintings, light levels must not exceed 25 foot-candles (250 lux).

#### **Copyright Clearance and Appearance Releases**

All photographers and filmmakers must agree that any and all images, video footage, recordings, or other form of electronic media obtained during the course of filming and/or photographing in and around the MFAH campus will not violate copyright restrictions proscribed by 17 U.S.C. §§ 101-122, and that it is the sole responsibility and duty of the photographer or filmmaker to obtain the appropriate copyright clearances. Further, it is the sole responsibility and duty of the photographer or filmmaker to obtain appearance releases from any persons photographed or filmed on the MFAH campus.

# Access to the Public

MFAH is a public institution; therefore, the public's access to the Museum may not be impeded or obstructed in any way during the course of filming and/or photographing. Photographers **and** filmmakers may not block off any areas of the Museum or otherwise impede visitor traffic, absent express consent by MFAH.

## Steady Cam Policy

The use of steady cam tracks or any other equipment that would result in an alteration to MFAH property is strictly prohibited.

#### **Positive Light**

Photographers and filmmakers must agree that any image, video footage, recording, or other form of electronic media obtained and used by themselves or by their organization will portray the Museum in a positive light and will not disparage or denigrate the Museum and/or its agents, employees, and representatives in any way.

#### MFAH Credit Line

At the MFAH's option, filmmakers must provide an on-screen credit in the film end titles at an appropriate point that reads: "Some locations courtesy of The Museum of Fine Arts, Houston", or another credit line agreed in advance by the MFAH. Photographers must provide the appropriate copyright notice and/or attribution as indicated by MFAH.