

<p><i>Policies and Procedures Manual</i></p> <p>The Rockwell Museum</p>	<p>TITLE: Photoshoot Policy</p> <p>DEPARTMENT: Marketing</p> <p>AUTHOR: Beth Manwaring</p> <p>APPROVED BY:</p>	<p>POLICY:</p> <p>EFFECTIVE DATE:</p> <p>FREQUENCY OF REVIEW:</p> <p>LAST REVIEWED:</p> <p>DATE OF NEXT REVIEW:</p>
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Warning! If you are reading a printed copy of this procedure, you may not have the current information. Please refer to the electronic POLICIES AND PROCEDURES MANUAL on the public drive.

Policy for photoshoots at The Rockwell Museum

Background:

Visitors may take personal memento photos inside the museum during their visit, except where otherwise noted. Additional lights and tripods are not permitted.

Outdoor photo shoots on The Rockwell grounds can take place at any time and do not require an escort.

To protect the objects being photographed and the safety of other visitors, there are certain guidelines that must be followed when photographing at The Rockwell. Indoor portrait photography is allowed in The Rockwell with escort and advance approval from museum staff, following the guidelines below:

- All requests should be filtered through the communications department and will be evaluated with museum leadership before consent.
- Flash photography, tripods, monopods (including selfie sticks) and other photographic equipment are not permitted.
- Stairwells, stairways and all other spaces in the Museum cannot be blocked off or restricted from the public in any way.
- There is no space for clothing bags or storage of personal items outside the coat rooms. Clothing changes can be made in the restrooms.
- No large bags in the galleries per our regular security procedures.
- Absolutely no live floral arrangements or other props.
- Museum security reserves the right to halt any photo shoot that is deemed disruptive.

- Generally two weeks' notice is required to accommodate photo shoots; we do not accommodate same day or next day requests.
- Photography is permitted for private, noncommercial use only. Photographs may not be published, sold, reproduced, distributed or otherwise commercially exploited in any manner.
- Unless otherwise noted, photography of temporary exhibitions or borrowed works of art is not permitted.
- Please note that photo and film shoots are Monday through Friday during regular museum hours.
- Original artworks and sculptures on display at The Rockwell are protected by copyright and may not be photographed for the purposes of reproduction, publication, or copying.
- While certified service animals are permitted at the museum, all other animals are not.

Revenue generated from commercial and professional shoots assists The Rockwell Museum in ongoing efforts to preserve, display and expand the collection. For this reason, commercial photography and photo use are both strictly controlled.

During museum hours, Monday - Friday:

- Fee: Starts at \$40; to be paid at the admission desk.
- This fee covers a party size of 20 guests maximum. Additional guests must pay admission to The Rockwell.
- Reservations: Required; availability is to be confirmed by the communications staff at The Rockwell.

Outside of museum hours, Monday – Friday:

- Fee: Starts at \$175.
- Contact the communications team to make arrangements.

*When responding to special requests from key partners, (i.e. Corning Incorporated, CMOG, etc.), The Rockwell will attempt to make as many accommodations as possible that are still in line with critical guidelines associated with the copyrights, reproduction and safety of the artwork.