



Glen Foerd Commercial Photography and Film Policy

In accordance with its mission, Glen Foerd Conservation Corporation permits photography and filming of its galleries, buildings and grounds for personal, professional, media, research, commercial and other uses, so long as those uses are consistent with long term preservation and the museum's Collections Management Policy.

Commercial photographers and filmmakers must adhere to the following instructions:

- Photography must always be conducted without disruption to museum guests and operations.
- Photography must not limit or hinder visitors' accessibility to exhibitions, entrances, stairwells, exits and other high traffic areas.
- Set dressing must not be employed unless approved and supervised by museum staff; objects in the museum may not be handled or moved without express approval and supervision of museum professional staff.
- Photography must comply with relevant state and federal copyright and privacy rights, as well as the conditions of loaned objects and exhibitions.
- Major film and television shoots are considered for approval on a case-by-case basis, only after receipt of a detailed request in writing.
- A certificate of general liability insurance with a limit of \$1,000,000 per occurrence, naming Glen Foerd Conservation Corporation and the City of Philadelphia as additional insured, is required and must be submitted prior to the shoot.
- Fees are due upon approval of project. Checks must be made payable to Glen Foerd Conservation Corporation.
- Photographers and filmmakers own all copyrights to the image they create unless otherwise agreed upon in writing with the Corporation. However, the Corporation requires photographers identify the Corporation as Glen Foerd, a Fairmount Park Property located in Philadelphia, Pennsylvania.
- Due to the delicate nature of the plaster ornamentation inside the building, lighting equipment must have a cooling system.
- No food or drink is permitted in the art gallery. All makeup, clothing stands, hairstyling tools and other such equipment must be consolidated in one area to be approved by museum staff.

- Power supply is limited in the building. Please provide your own electrical cords in case extra power is needed. Power location/ availability will need to be confirmed before you shoot.
- Limited parking is available on site, but availability is subject to the ongoing schedule of museum programs.
- Outside photography must not damage the grounds, landscape features or plantings.
- Photographers, models and subjects agree to follow any additional instructions from museum professional staff.
- Glen Foerd Conservation Corporation reserves the right to change these instructions, with reasonable notice, subject to the ongoing schedule of museum programs.
- Glen Foerd Conservation Corporation reserves the right to determine whether the content of photography, filming or videotaping is objectionable and prohibited.
- Glen Foerd Conservation Corporation reserves the right to request one gratis copy once the show has aired of any publication that includes images of any parts of Glen Foerd.
- Glen Foerd Conservation Corporation reserves the right to request reciprocal use, for in-house publications or online educational or promotional dissemination, of images or videos created that include any part of the Glen Foerd estate.
- The photographer or filmmaker shall retain copyright of their own images and will be appropriately credited in any Glen Foerd uses of the images or films subject to network prior approval through the production company.
- Photographs and films of museum buildings and grounds must not be used to assert or imply the Glen Foerd Conservation Corporation endorses any commercial product or enterprise, concurs with the opinions expressed in, or confirms the accuracy of any text used with these photographs or videos.
- If any provisions of this policy are violated, or any other actions taken that museum staff determine is detrimental to Glen Foerd collections, buildings, landscape, or reputation, the production will be given reasonable notice to correct violation. If not corrected by production Glen Foerd reserves the right to stop filming and all persons asked to leave the premises.