

# Munson Photo Permit Information

## General Information:

- ❖ Digital photography of works of art in the collection is encouraged as long as the equipment does not endanger the safety of the artworks or the public.
- ❖ Flash equipment or special lights are not allowed.
- ❖ Elaborate or extensive non-commercial requests to photograph the permanent collection are coordinated through the Museum of Art Registrar. The museum does not allow third-party requests to photograph works on loan from other institutions or private collections.
- ❖ Wedding/Graduation/Engagement/Prom, or other special event photography inside the museum is *not permitted*. Photos may not be taken inside any of the buildings, at the entrance to any building, or where pedestrian traffic may be inhibited.
- ❖ Requests and scheduling of Wedding/Graduation/Engagement or other special event photographs on Munson *grounds* may be coordinated through the Events Manager, [jplows@munson.art](mailto:jplows@munson.art) or (315) 797-0000, ext. 2138. A Photo Permit is required for any special event photography on museum grounds.
- ❖ The following areas may be used to for special event photography:
  - Sculpture Grove
  - The outside courtyard and patio at Fountain Elms
  - The side garden/gazebo area
- ❖ If the graduate, bride/groom or person being photographed is not a member of Munson, a non-refundable \$50.00 fee will be required for use of the grounds. Payment must accompany the completed Photo Permit for approval to be granted. This fee will be waived if Munson is provided photo(s) and permission to share via their social/ digital media platforms. Photos can be sent to [jplows@munson.art](mailto:jplows@munson.art).
- ❖ Alcoholic beverages are strictly prohibited on Munson's grounds. Keep in mind that this is an arts institution to which members, guests and the public come to contemplate and enjoy works of art. Disorderly behavior will not be tolerated and may result in revocation of your permit and immediate dismissal from the grounds.
- ❖ Munson is not liable for any injuries, damages or thefts sustained while your party is on the premises.
- ❖ Please bring a copy of your permit when you arrive.

## Munson Photo Permit

Person(s) requesting the photo permit: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Photographer: \_\_\_\_\_

Email Address: \_\_\_\_\_

Event to be photographed: \_\_\_\_\_

When will you be on the grounds? Date: \_\_\_\_\_ Expected time: \_\_\_\_\_ (am/pm)

Please check which applies. (\$50 fee is waived if permission is granted)

I grant Munson permission to share photos provided by me on their social/digital media

☐ I **DO**.

☐ I do **NOT**

Social Media I would like to be tagged in: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I have read and I understand the general rules regarding photography on Munson grounds.

\_\_\_\_\_  
Responsible Party Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Responsible Party Signature

\_\_\_\_\_  
Authorized by Printed Name/Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized by Signature

**Please remember to bring this completed form with you while you are on the premises.**