



## **Sumner County Museum, Inc. (SCM) Photography Policy**

To protect the property, visitors and staff of the Sumner County Museum (SCM) and to insure orderly operations of the SCM, there are certain guidelines that must be followed when photographing on the grounds of the SCM. A permit is required for all professional/commercial/posed photography shoots on SCM property to accommodate the demand for photo sessions and to avoid conflicts with other scheduled events at the SCM.

Permits are good for one year from issue date. In order to obtain a one-year permit, photographers must (1) sign and submit a completed application, and (2) pay an annual fee of \$50 or a one-time fee of \$25. Applications will be processed and permits issued after these items have been submitted.

### **Definition of Professional/Commercial/Posed Photography**

The SCM defines professional/commercial/posed photography as: any photographer (amateur or professional) who gathers a group together for a photo and/or poses individuals for weddings, family portraits, graduations, engagements, or similar; or professional or commercial photographers or other visitors taking photos for commercial purposes; or all photography shoots, professional or amateur, which utilize professional equipment (i.e. tripod, lights, detachable flash, umbrellas, light reflectors, etc.).

### **Permit Exemptions**

Visitors using cameras for their own personal use and news-related photography are generally exempt from the permit requirements, but the SCM reserves the right to deny permission for any reason. Photographers contracted to work scheduled SCM approved events on SCM property are exempt from permit requirements and are considered to be part of the event.

### **General Guidelines**

- Payment may be made by cash or check (payable to SCM). Photographers who are issued permits must contact the SCM to schedule a photo session. A minimum 3-day advance notice is required to schedule photo sessions. Photography sessions are a maximum of two hours in duration. Access is limited to scheduled sessions only.
- Upon arrival at a photo session, photographers should “check in” at the SCM offices to notify SCM staff they are on the premises and are carrying a valid permit. The permit must be in the photographer’s possession and available for display during the photo session or more than 10 participants, including the photographer and subjects, are allowed per session, without prior

approval of the SCM. Groups of more than 10 constitute a facility rental and will be charged according per facility rental policy. The SCM has the right to control the number of photography shoots on the grounds at one time to lessen disruptions to our operations.

- Film/video shoot requests will be handled on a case-by-case basis. Depending on the complexity and length of the film/video request, a security/damage deposit, event rental and staff time may be charged.
- The SCM has a policy of Carry In-Carry Out. All materials brought in, including trash, must be removed from the grounds. SCM trash receptacles cannot be used to dispose of any waste. All areas should be left in the condition in which they were found. Any damage must be reported to the SCM immediately. If damage is done, you will be assessed fees to cover the cost of the damages, labor for repairs, etc., and your permit could be revoked.
- Permit fee does not provide exclusive use of SCM property. Other visitors may be enjoying the grounds during the time you have reserved.
- Vehicles are allowed on paved surfaces only and cannot block driveway.
- Pets (other than service animals) are not allowed on SCM grounds without permission.
- Any extensive set-up on SCM grounds must be approved in advance.
- No alcoholic beverages are permitted during photographic sessions.
- Events are constantly updated; any SCM scheduled event will supersede and take priority over photo sessions.
- Please be sure all clients are aware of SCM guidelines.
- The SCM has the right to refuse entry to photographers holding permits due to inclement weather or other unforeseen circumstances.
- The SCM maintains the right to adjust policies in specific instances for the best interests of the facility and the general public.
- Any permit or reservation may be revoked upon violation by the permit holder of any ordinance, rule or regulation of the SCM, Sumner County, or the State of Tennessee.
- If you have any questions while you are on site at the SCM, speak with a staff member or call 615-451-3788.

**The Following is Prohibited:**

- Photography in restricted areas and indoors (of any building) without permission from the SCM.
- Photography involving nudity.
- Tying, draping or attaching in any way, rope, props or equipment to trees, shrubs, fences, or benches.
- Tying or attaching anything to any architectural features.
- Cutting, tying back or altering shrubs, plantings, or trees in any way.
- Posting direction signs for photography locations of any kind.
- Digging and/or staking.
- Using open flames.
- Tenting or using plastic tarps.

- Using benches or other structures as storage areas.
- Climbing trees or fences.
- Photography in or near entrances, stairwells or window wells.

# SUMNER COUNTY MUSEUM (SCM) PHOTOGRAPHY PERMIT APPLICATION

MAKE ALL CHECKS PAYABLE: Sumner County Museum

EMAIL ALL APPLICATIONS TO: [contact@sumnercountymuseum.org](mailto:contact@sumnercountymuseum.org)

Application-Agreement, Certificate of Insurance (issued to Sumner County Museum) and \$50 fee must be received before application is processed and permit issued.

## PLEASE ALLOW 3 – 5 DAYS PROCESSING

1. Date of Application: \_\_\_\_\_ Calendar Year: \_\_\_\_\_

2. Name of Person Making Application: \_\_\_\_\_

3. Agency / Organization: \_\_\_\_\_

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

Fax: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Home or Business Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

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

## \$50 PERMIT FEE:

“The discovery of false or misleading information regarding the applicant or events/activities on this application will result in the rejection of this application, revocation of approval of use of Sumner County Museum and/or denial of future request to access Sumner County Museum property.”

## AGREEMENT

The Sumner County Museum (SCM) and \_\_\_\_\_ (“Photographer”) agree as follows:

1. SCM agrees to permit Photographer to engage in still photography activities at its offices in Gallatin, Tennessee for the \_\_\_\_\_ calendar year and to bring into the facilities such photographic and related equipment as necessary to conduct photography session.

2. Photographer agrees to:
  - a) Be liable for any damage or injury to persons or property relating in any way to the photography session;
  - b) Pay to SCM the sum of fifty dollars (\$50);
  - c) Indemnify, defend and hold harmless SCM, its officers, agents and employees, Sumner County and Rogers Group from all claims relating in any way to the Event, including, without limitation, SCM's attorney fees and all claims or damages resulting from personal injuries or property damages or from Photographer's failure to observe all applicable laws and ordinances;
  - d) Assume all risk and responsibility for any dangerous or defective conditions on the grounds of SCM property, whether known or unknown;
  - e) Immediately terminate still photography activities and remove all persons and property associated with the event if directed to do so by the SCM;
  - f) Restore the facilities to the original condition prior to the photography session; and
  - g) Prevent depiction in any image or images made available for public viewing any activity that would be prohibited by the rules and regulations of any federal, state or local laws.
  - h) Be familiar with SCM photography policy and abide by it.
3. This document sets forth the entire agreement of the parties.
4. The individual executing this Agreement on Photographer's behalf affirms that he is authorized to do so.
5. No modification of this Agreement shall be valid unless in writing and signed by the SCM.
6. This Agreement shall be governed by Tennessee law.
7. Any suit relating in any way to this Agreement shall be brought in a court of competent jurisdiction in Sumner County, Tennessee.

**SUMNER COUNTY MUSEUM**

183 West Main Street  
Gallatin, TN 37066

**PHOTOGRAPHER**

BY: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_