



# 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:

<u>General Liability</u>	<u>Limits</u>
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
<u>Automobile Liability</u>	
All Owned Autos, Hired Autos and Non-Owned Autos – Combined Single Limit	\$1,000,000
<u>Excess/Umbrella Liability</u>	
Occur – Each Occurrence	TBD
Aggregate	TBD
<u>Workers Compensation and Employers' Liability</u>	
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.