1. **Please mark the box next to the category that best describes your photography/filming request:**

- ☐ I am a member of the media
- ☐ I am a commercial photographer and/or filmmaker (includes portrait photographers)
- ☐ I am an educational filmmaker (i.e., not-for-profit)

2. **Contact Information:**

- Title _______ First Name __________________ Last Name _______________________
- Name of Organization ________________________________________________________
- Contact Number _____________________________________________________________
- Email Address ________________________________________________________________
- Organization Address _________________________________________________________

3. **Project Details:**

   (a) Please briefly describe the shoot and/or film project: ________________________________

   Requested date and time of shoot: ____________ Requested duration of shoot: ____________

   (b) Please mark the box next to the proposed MFAH location(s) of your shoot:

   - MFAH central campus: ☐ Law Building ☐ Beck Building ☐ Cullen Sculpture Garden
   - MFAH House Museum: ☐ Rienzi ☐ Bayou Bend Collection and Gardens ☐ Glassell School of Art
   - Other MFAH location: __________________________________________________________

   If known, please indicate the specific areas or objects that you intend to film within each proposed MFAH location:

   __________________________________________________________

   (c) How many people are in your crew? _________________________________________

   (d) Do you anticipate that your shoot may block access to visitors? _________________

   (e) Please indicate any of the following equipment you plan to use and provide the quantity of each:

   - ☐ Tripods _______ ☐ Bags/boxes for equipment _______
   - ☐ Laptops _______ ☐ Carts or dollies _______
   - ☐ Chairs or table _______ ☐ Auxiliary power supplies _______
   - ☐ Light stands _______ ☐ Lights _______ *Anticipated light levels (i.e., foot-candles, lux and lumens): __________________
   - Other equipment: _____________________________________________________________

   (f) Will you need access to power outlets? _______ If yes, for what type of equipment? _________________

4. **Additional Requirements:**

   All photographers and filmmakers are required to follow all MFAH Policies and Procedures, including those indicated on the reverse side of this form. Additionally, all persons wishing to photograph and/or film on the MFAH campus will be required to agree to and sign the appropriate MFAH document (contract or waiver and release) based on the complexity of the request. Please allow at least 48 hours for MFAH to process your request.

Please see the reverse side of this form for 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:

<table>
<thead>
<tr>
<th>Liability Type</th>
<th>Limits</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Liability</td>
<td></td>
</tr>
<tr>
<td>Commercial General Liability – Each Occurrence</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>Damages to Rented Premises</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>Medical Expense</td>
<td>$10,000</td>
</tr>
<tr>
<td>Personal &amp; Adv. Injury</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>General Aggregate</td>
<td>$2,000,000</td>
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<tr>
<td>Products</td>
<td>$1,000,000</td>
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<tr>
<td>Automobile Liability</td>
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</tr>
<tr>
<td>All Owned Autos, Hired Autos and Non-Owned Autos – Combined</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>Single Limit</td>
<td></td>
</tr>
<tr>
<td>Excess/Umbrella Liability</td>
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</tr>
<tr>
<td>Occur – Each Occurrence</td>
<td>TBD</td>
</tr>
<tr>
<td>Aggregate</td>
<td>TBD</td>
</tr>
<tr>
<td>Workers Compensation and Employers’ Liability</td>
<td></td>
</tr>
<tr>
<td>E.L. – Each Accident</td>
<td>$500,000</td>
</tr>
<tr>
<td>E.L. Disease – Each Employee</td>
<td>$500,000</td>
</tr>
<tr>
<td>E.L. Disease – Policy Limit</td>
<td>$500,000</td>
</tr>
</tbody>
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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.