THE MUSEUM OF ART + LIGHT
316 Pierre Street
Manhattan, KS 66502
785-775-5444

PHOTOGRAPHY AND FILMING POLICY

1.0 INTRODUCTION

The Museum of Art + Light receives photography and filming requests from individuals and commercial entities desiring to use the property of the Museum for such activities. This policy defines the process of evaluating such requests.

2.0 PERSONAL AND PROJECT PHOTOGRAPHY AND FILMING

Non-flash photography for personal use is allowed. Exceptions apply for certain works of art. These exceptions are noted on-site via the artworks label.

The following actions are prohibited:

- **Tripods, selfie sticks, lights, tracks, and other types of similar equipment.**
- **Live streaming unless a filming permit has been issued to said visitor.**
- **Bridal, prom, and other similar photography is permitted only if the party is renting space at the Museum as a special events venue.**

A Photography/Film Permit Application must be submitted to Riley Holland (Marketing, Communications, and Membership Manager) at rholland@artlightmuseum.org at least 15 working days before photography or filming for a project (school, editorial, etc.) is desired to start.

The Marketing, Communications, and Membership Manager will review the completed application and make a determination whether to approve or deny the request. A reasonable effort will be made to cooperate with all legitimate projects. The Director of Marketing will not approve any application if the facility director determines:

- There is a likelihood of damage to the site or its resources
- There would be an unreasonable disruption of the public's use and enjoyment of the site
- The activity poses health or safety risks to the public.

The Marketing, Communications, and Membership Manager will inform the unsuccessful applicant in writing of the decision to deny the application. If approved, security personnel must be notified prior to start of the shoot and the shoot manager must always have the executed contract in-hand and be able to present it to security personnel upon request.

MoA+L PHOTOGRAPHY AND FILM PERMIT APPLICATION

Name of Contact: _____

Street Address: _____

City/State/Zip: _____

Phone Number: _____

Email Address: _____

Project Name: _____

Type of Production (check all that apply):

☐	School Project	☐	Video
☐	Editorial	☐	Photography
☐	Other: _____	☐	Audio Recording/Interview

Exact Location(s) Requested: _____

_____

_____

Desired Shoot Dates and Times: _____

_____

Description of scenes to be filmed (additional sheets may be attached): _____

_____

_____

Anticipated number of people on location for project: _____

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