



## Photography Policies

*Commercial photography:* Defined as any photography that may be published, sold, promoted, reproduced, or otherwise commercially used. This type of photography must be approved in advance through the University of Utah Scheduling Office at (801) 581-7854. Upon approval of request, photographers may contact the Monson Center to schedule an appointment in order to avoid conflicts with other scheduled events. *Please note we consider all content photo-shoots as commercial photography and will require a signed contract and associated fee.*

*Professional Photography:* Graduation, wedding, engagement, family, or other professional photography is permitted at the Monson Center by scheduled appointment only in order to avoid conflicts with other scheduled events.

Photography inside the Monson Center will be assessed a \$100 fee for use of the space for up to two hours during business hours (8 a.m. to 5 p.m. Monday-Friday). The fee for after-hours photography is \$200 per hour. If additional time beyond two hours is needed, the client will be assessed the regular rental rates for the spaces needed. There is no charge for use of the outdoor spaces. However, to avoid conflicts with other events, the session must be scheduled in advance.

Use of unmanned aircraft systems requires prior approval from the University of Utah. Please visit [aux.utah.edu/drones](http://aux.utah.edu/drones) for more information. Drones are strongly discouraged on site because of the nature of the policy.

Please call 801-213-8770 to schedule your photography appointment. All photographers and clients will be asked to leave the property if they have not received prior approval.

**\*Please note that we are no longer accepting appointments for large groups (more than 6 people) unless you have a scheduled event with us.\***

### **The following rules and regulations pertain to any photography at the Monson Center:**

- All props, decor and other equipment must be approved by the Building Manager prior to your scheduled appointment.
- Be courteous and considerate to other Monson Center visitors and employees. All signs and barriers posted on the property must be adhered to.
- You may use any paved or gravel surface and grassy areas, but do not block any walkways or doors.
- The 2nd and 3rd floor balconies may only be used during a scheduled indoor appointment.
- Please stay out of the flowerbeds, plant displays or mulched areas and do not step between plants. Flowers and foliage may not be removed or rearranged for any purpose.
- Existing furniture within the Monson Center may not be moved. Tables, chairs, or other equipment set up for private events may not be moved at any time.
- For indoor photography *only*, restrooms are available for changing. Do not leave your belongings unattended in the restrooms or elsewhere on the property.
- The Monson Center assumes no liability for loss, theft, or damage to personal belongings or equipment.
- No glitter, sequins, feathers etc. are allowed inside the Monson Center. Please ensure all wardrobes comply with this policy.
- No open flames (candles, sparklers etc.) are allowed anywhere on the grounds or in the building.
- Children must be supervised at all times.
- Guests will pay for any damage to the property as a result of the photography session.
- We, the Monson Center, have the right to reproduce and use all photos for marketing purposes.

**Violation of any of the above policies will result in the photographer and guest being asked to leave the property. The photographer will promptly pay the Thomas S. Monson Center (TSMC) for any damage to University or TSMC premises, facilities, or furnishings caused by the photographer or guest.**

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

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

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

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

Photoshoot Date/Time: \_\_\_\_\_

Photoshoot Type: \_\_\_\_\_

Additional Info: \_\_\_\_\_