



## Photography Policies

*Professional photography:* Graduation, wedding, engagement, family, or other professional shoots, are permitted at the Monson Center by scheduled appointment only to prevent conflicts with other events and building operations. To schedule an appointment, please call 801-213-8770.

Indoor photography is subject to a \$100 fee during standard business hours (8 AM – 5 PM, Monday–Friday) and \$200 per hour for after-hours sessions. There is no charge for outdoor photography, but sessions must be scheduled in advance to avoid conflicts. The east side of the building, including the front entrance, may not be used for photography during standard business hours.

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.

*Commercial Photography:* Defined as any photography that may be published, sold, promoted, reproduced, or otherwise used for commercial purposes. This includes, but is not limited to, styled shoots, workshops, training sessions, and other uses as determined by the Monson Center. This type of photography must be approved in advance through the University of Utah Scheduling Office at 801-581-7854. Once approved, photographers must contact the Monson Center to schedule an appointment and confirm availability. Additional fees apply beyond those assessed by the Scheduling Office.

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

- Photography sessions scheduled during standard business hours now require check-in at the front desk upon arrival.
- 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.
- The Monson Center reserves the right to use all photos taken on-site 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 guests.**