

Johnson County Museum Film and Photography Policy

Johnson County Arts & Heritage Center
8788 Metcalf Avenue, Overland Park, KS 66212

This policy refers to exhibit areas located in the Johnson County Museum, located at 8788 Metcalf Avenue, Overland Park, KS, and the Lanesfield Historic Site located at 18745 S. Dillie Road, Edgerton, KS.

General Visitors and Student projects:

Personal photography without flash is permitted in the Museum exhibits and at the Lanesfield Historic Site. This includes cell phones, handheld cameras, and video cameras. Tripod use is prohibited without special permission.

Photography is permitted for private use only. Photographs may not be published, sold, or distributed for commercial purposes. Visitors may post images from their visit on personal social media sites, if they are not used for profit. Students are encouraged to call prior to their visit to discuss their plans with Museum staff.

The Museum reserves the right to withhold or withdraw permission to photograph on the premises. Museum staff has the authority to approach and verify the intent of photography and to enforce the photography policy.

Commercial Photography and Filming:

1. For the purpose of this policy, the word “photography” includes any type of camera usage, including, but not limited to, filming, videotaping, and film or digital photography. The word “photographer” means the person or entity granted permission to conduct photography on Museum property and its employees, agents, or contractors.
2. In order to serve the public and provide the best experience for Museum visitors, commercial photography or filming will not be permitted in the main Museum during regular public hours. Outdoor photography at the Lanesfield Historic Site does not require permission. Photography will not be permitted during Living History programs or during any program-based activities at the site.
3. Supplementary lighting must be approved by Museum staff and measures must be taken to ensure it is kept to a minimum, including only using lights when photographing.
4. Photography must be scheduled at least two weeks in advance. An estimate of time required must be given at time of scheduling. A list of props to be brought in must be pre-approved by Museum staff at least two weeks prior to the photography. Artifacts or props

owned by the Museum are to be handled or moved only by museum staff. Rearrangement of artifacts or props must be kept to a minimum.

5. Food or beverages or other non-approved substances are not permitted in exhibit areas.
6. A \$500.00 deposit is required upon signing of this agreement. The photographer is responsible for the full amount of any and all damages. If Museum property is damaged by the photographer, the amount of damages will be deducted from the deposit and the balance refunded. If the damages exceed the amount of the deposit, the photographer will immediately pay the difference to the Museum.

Fee Schedule:

For Profit/Commercial, Mon-Sat: 150.00 per hour
Government and nonprofit, Mon-Sat 75.00 per hour
Deposit: 500.00 (refundable actual costs of any repairs or additional time use on day of shoot)

Conditions:

- Permission is granted only for one-time usage of the photography
- An appropriate credit-line must be included in the final product
- A copy of the final product must be provided to the Johnson County Museum. The Johnson County Museum reserves the right to refuse permission to photograph inside Johnson County Museum property, or to withdraw permission to publish or use photos, film or video already taken, if association with the proposed products or commercial entity conflicts with or detracts from the mission and/or image of the Johnson County Museum.

I have read the above and understand and agree to abide by the policies established by the Johnson County Museum. I agree to exercise due care when conducting photography in the Museum exhibit areas and to assume full responsibility for any damage accidental or otherwise.

Name: _____ (Print)

Phone: _____

Email: _____

Address: _____

Signature: _____

Date: _____

REV. 4/2022