**Photography Policy and Guidelines**

As one of America’s finest examples of Greek Revival architecture, the Robbins Hunter Museum/Avery-Downer House, its gardens, and the Victoria Woodhull clock tower are popular places for photographers. While personal photography is encouraged at the Museum, it must be conducted without disruption to Museum operations or visitors and with the safety of the collection in mind.

**PERSONAL USE PHOTOGRAPHY**

Casual photography is permitted in the Robbins Hunter Museum’s permanent collection subject to the conditions below. Photography of special exhibitions or works on loan to the Museum is sometimes prohibited by lenders. Photo policies for special exhibitions will be posted in the rooms.

**Visitors may**

* Take casual photos for personal use only.
* Use handheld cameras, cell phones, and tablets with the flash turned off.
* Post images from their visits on personal social media sites as long as they are not used for profit.

**Visitors may NOT**

* Use tripods, lights, selfie sticks, or other external equipment.
* Sell or publish the images.
* Use the images to promote any outside product or service.

**Visitors must**

* Remain behind stanchions and maintain a safe, non-touching distance from all artwork, cases, platforms, and pedestals.
* Respect other visitors enjoying the museum.

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

**NEWS MEDIA**

Members of the media must make arrangements for all photo and video shoots in advance. All media requests for interviews, press passes, and information, including photography and filming, must be coordinated through the Executive Director. Office hours are 10am-4pm Tuesday through Friday. You may also submit a photography/filming request in the Press Room section of our website. Please allow at least two business days for our staff to process your request.

Though we strive to accommodate all requests in a timely manner, please note that we cannot accommodate members of the media who drop in on weekends without prior communication. If you would like to obtain a press pass to visit the museum, please contact the office at least two days in advance.

Members of the media must be escorted by a staff person at all times or have permission from the Executive Director to shoot independently. All organized photo shoots inside the Museum—for news coverage, school projects, etc.—require a staff member escort. Call or email the office to schedule your visit. Photo shoot requests that cannot be staffed will be declined.

Please contact:

Ann Lowder, Executive Director

740-587-0430 or annlowder@robbinshunter.org

**COMMERCIAL PHOTOGRAPHY AND FILM SHOOTS**

Photography and film shoots for commercial purposes (advertising, TV/film, etc.) must be approved and scheduled in advance by the Executive Director. Commercial shoots are subject to additional fees.

**WEDDING, ENGAGEMENT, AND PORTRAIT PHOTOGRAPHY**

Outdoor portrait shoots on Museum grounds do not require an escort; **however, they must be approved in advance by the Executive Director.** Please submit a photography/filming request in the Press Room section of our website.

Please note:

* Outdoor portrait photography must not disrupt Museum operations or visitor experience.
* All photographers and subjects must stay in publicly accessible areas.

Additional restrictions and fees apply for indoor portrait photography, which **must be approved in advance by the Executive Director.** Please submit a photography/filming request in the Press Room section of our website.

Please note:

* Indoor shoots are subject to fees and may be scheduled only when the Museum is closed to the public.
* Indoor shoots require a Museum staff member escort.

**IMAGE RIGHTS AND REPRODUCTIONS**

The Robbins Hunter Museum may photograph or video visitors for educational and promotional purposes. Attendance on Robbins Hunter Museum’s premises constitutes implied consent for the use of visitors’ likenesses in the museum’s promotional materials.

Personal photography may not be published, sold, or otherwise distributed for commercial purposes.