

# PHOTOGRAPHER PERMIT

## ARMSTRONG BROWNING LIBRARY

During hours of visitation the Library's no-flash policy is strictly enforced. Strong camera lights are not permitted in the Armstrong Browning Library building at any time. Available light is preferred for both photographs and video taping.

The photo shoot normally takes place in the McLean Foyer of Meditation on the Library's Main Floor, unless other arrangements have been approved in advance.

Photographers using cameras mounted on floor tripods must not place the tripod or any other equipment on chairs, velvet-cushioned benches, or any other furniture in the Foyer of Meditation while taking pictures.

Furniture must not be moved without permission of an ABL staff member, and the staff member should be present in the room if any furniture is moved. Please note that the table in the center of the Foyer of Meditation **cannot** be moved. Posing photographic subjects atop the table or piano is not allowed.

Please sign and submit this form to the Armstrong Browning Library one week prior to the appointment. It is not the responsibility of the Armstrong Browning Library staff to see that this has been done.

I HAVE THOROUGHLY READ AND UNDERSTAND the above statements, and I agree to abide by the restrictions and conditions stated herein if I am permitted to work in the facilities. I will make every effort to insure that people employed by me also abide by this agreement. Furthermore, I agree to be financially responsible for any damage done in pursuing my work.

\_\_\_\_\_  
Photographer's Signature

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Please Print Name and Telephone No. and E-mail Address

\_\_\_\_\_  
Please Print Mailing Address

This agreement may be faxed to 254.710.3552 or mailed to: Armstrong Browning Library, One Bear Place #97152, Waco, TX 76798-7152. Please mark "Attn: Kathryn Brogdon."

Armstrong Browning Library Portrait Policies revised on 11/19/08