



## American Sign Museum Filming Policy

Thank you for choosing the American Sign Museum (ASM) for your videography session! We are pleased to offer a unique setting for your photoshoot whether celebrating a wedding, a graduation, or another occasion. An ASM staff member will be assigned to your photoshoot to ensure an optimal and personal experience.

*Please note that the dates and times selected must be outside of normal museum hours- i.e. before or after daily hours of operation or on Mondays and Tuesdays.*

**ASM reserves the right to cancel any shoot at any time if it is not in the best interest of the collection, staff or guests, or if it defies the Museum's mission or any of the guidelines outlined below.**

### Permission

The ASM's policy extends to all members of the media. Requests to film at ASM will be evaluated on an individual basis. ASM's participation is dependent upon a number of factors, including but not limited to: the intent of the event, prior commitments, and staffing availability. ASM reserves the sole right to grant or refuse access to any media organization and to determine under what terms filming may take place.

### Application

All interested parties must complete ASM's Filming Agreement and submit a completed application at least one week in advance of desired date. Applications submitted less than one week in advance may not be accommodated. No filming will be accommodated with less than 24 hours' notice.

### Guidelines

- ASM's responsibility is first to our staff, collection, and to our guests. If at any time any ASM staff member believes the actions of the production company, or the actions of any individuals associated with the production company, threaten the well-being of any of the Museum's staff, patrons, or exhibits, the production company will be ordered to alter or discontinue production until the threat is alleviated. Re-admittance to the Museum will be at the discretion of ASM staff.
- Crew size and equipment size must be approved before the day of the shoot. Crews have until twenty-four (24) hours before their scheduled shoot to make changes to said agreement. Any deviations to said agreement upon arrival of the crew will be allowed or denied at the discretion of ASM staff.
- Each member of the crew will be held to the terms of this agreement upon its signing by a representative of the production company.
- Due to the nature of historical artifacts on exhibit, auxiliary lighting, including flash photography bulbs and strobes, may not be allowed in the Pre-Electric gallery of the Museum.
- Large filming equipment, such as cranes or dollies, must be approved by facilities' staff before they will be allowed in the Museum. Any equipment that may interfere with ASM operations, restrict public access or potentially present a hazard will not be allowed in the Museum.
- Museum exhibits may not be altered or moved in any way.
- Behind-the-scenes access is subject to approval.
- Nothing may be permanently attached to walls or other structures.
- No adhesive tape may be applied to walls or exhibits. Any materials brought into the building must be removed by members of the crew.
- ASM is a smoke-free environment. Smoking is prohibited anywhere on ASM property.
- Any catering, food or beverage needs must be discussed with ASM staff in advance of production.



### **Credit and Use**

The production company or project operators will acknowledge ASM in its production should it use any video or photos or be subject to compensation fees.

- Use of ASM trademarks including but not limited to images, logos, slogans, titles and names must be done so with the express written consent of ASM. ASM copyrightable materials associated with or used and published by ASM or its affiliates or licensees, shall not be used or depicted on any packaging without the approval of the ASM.
- The terms of this agreement must be agreed upon by ASM and the production company before filming may commence. The product of any filming done at ASM outside the terms of this agreement shall be forfeited to ASM without compensation. Violation of one or more of the terms of this agreement by either ASM or the production company may result in the termination of this agreement without compensation to the party at fault.

### **Content**

All scripts or content must be consistent with, and not in conflict with, the mission and operations of ASM. The ASM will review all requests and determine if the nature of the film conflicts or hinders the mission of the Museum.

- Content of shoot may not conflict with any sponsors of ASM. Content must not in any way portray museum content in a manner that can be perceived as negative.
- Content shall not contain any of the following: unwarranted, misleading or doubtful claims or assertions; material that violates or infringes upon the personal, proprietary, or other right of any person or entity; any disparaging material regarding ASM, its services, products or its competitors; any defamatory, scandalous, obscene, profane, indecent, vulgar, repulsive, or other material that is inconsistent with the family image or high quality associated with ASM, any mention by name of any generally advertised or promoted products or services, including any inserts or promotional references to such products or services in a motion picture or audiovisual work, unless consented to in writing by the American Sign Museum; any material promoting or presenting a lottery, drawing, contest, game of chance or gambling arrangement; or any material stating or implying that ASM endorses final package, any third party, or any product or service, without ASM's approval.
- The Museum reserves the right to approve or deny use of the Museum's name or image in any context, and to review any scenes involving ASM.

### **Damages & Insurance:**

The client or production company will be held responsible for any damages to ASM facilities caused by any member of the shoot/film crew or induced by the actions of the shoot/film crew as a whole. If necessary, ASM will repair or replace damaged areas, or contract for the repair or replacement of damaged areas or items, and bill the client or production company for the expense. The client or production company will have up to twenty-four (24) hours to reach a payment agreement with ASM before legal action may be taken.



## American Sign Museum Filming Agreement

As a Client ("client") of the American Sign Museum ("Museum"), the client agrees to adhere to following rules and policies:

- This Agreement, together with payment of the Initial Deposit, must be signed and returned to the Museum within seven days of the photoshoot date. Failure of the Client to remit this signed agreement and payment within seven days of the photoshoot date shall be cause for termination of this Agreement.
- The Client assumes full responsibility and shall be liable for any damages to the Museum's facilities and collections or to third parties in connection with or as a result of Client's use of the Museum's facilities. The Client agrees to provide a credit card to be held on file to cover the cost of any such damages and payable within (30) days upon demand by the Museum.
- The client shall not use or attempt to use any image of the Museum for any use or proposed use which might be reasonably be considered to be immoral, deceptive, scandalous or obscene; or to tarnish, damage or otherwise negatively affect the reputation and goodwill associated with the Museum.
- Food and drink will not be permitted in the Museum during the photoshoot.
- Per Responsible RestartOhio protocols outlined by the Ohio Department of Health, photoshoots are limited to groups of 10 people or less.

Rental schedule for an exclusive filming session at the American Sign Museum:

- \$50 non-refundable deposit required seven days prior to the session;
- \$250 for the first two hours; each session must be booked with a minimum of two hours;
- \$100 per additional hour.

Client initial each line below:

\_\_\_\_\_ I agree not to handle or move artifacts and display pieces. Any damages that occur will be paid by the Client's credit card held on file.

\_\_\_\_\_ I agree to identify the American Sign Museum in publication as: "The American Sign Museum, Cincinnati, Ohio."

\_\_\_\_\_  
*Client Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Client Name (please print)*

\_\_\_\_\_  
*American Sign Museum Authorized Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*American Sign Museum (Print Name)*

\*Note: The agreement and deposit must be signed and returned at least seven days prior to the session date.\*



Client Name: \_\_\_\_\_

Client Email: \_\_\_\_\_ Client Primary Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

Address: \_\_\_\_\_

City/ State / Zip \_\_\_\_\_

Date Requested: \_\_\_\_\_ Time Requested: \_\_\_\_\_

*Please note that the dates and times selected must be outside of normal museum hours- i.e. before or after daily hours of operation or days on which the Museum is closed to the general public.*

Name(s) of Couple or Group OR Production Company / Studio:  
\_\_\_\_\_

Type of Photoshoot (wedding, graduation, etc.) \_\_\_\_\_

**Credit Card Information**

\_\_\_\_\_  
*Name as it appears on the card*

\_\_\_\_\_  
*Billing Address including City, State, Zip*

\_\_\_\_\_  
*(Visa, Mastercard, Discover AmEx)* \_\_\_\_\_  
*Card Type – please circle* *Card Number*

\_\_\_\_\_  
*Expiration Date* \_\_\_\_\_  
*Security Authorization Code*

Deposit received on: _____	Payment method: _____
Amount: \$ _____	Balance received on: _____
Payment method: _____	Amount: \$ _____