ELMHURST ART MUSEUM

ART, EDUCATION HARCHITECTURE

PHOTOGRAPHY GUIDELINES

Personal Use Photography in Gallery and Public Spaces

Elmhurst Art Museum welcomes the opportunity to advance public recognition and awareness of the visual arts, as well as the Museum programs and exhibitions by making our facilities available for special events, including professional photographers.

Still-photography for personal, non-commercial use is permitted in the galleries and public space, like the lobby, Skycube, and Moy Pavillion. Restrictions may apply to specific pieces or exhibitions. If you are uncertain if photography is permitted, please ask a Visitor Services associate before taking any photos. Please observe the following rules:

- Flash photography is prohibited in all galleries.
- Stabilization devices such as tripods, monopods, and selfie-sticks are prohibited. Camera bags and other equipment may be restricted at the Elmhurst Art Museum's discretion.
- Photography must not be disruptive to other visitors or block walkways.
- All photography must take place during the Museum's normal business hours. The Museum reserves the right to restrict photography at any time.
 - Monday& Tuesday: Closed
 - Wednesday-Sunday: 12 pm-5 pm

Outdoor Sculpture

Personal photography is permitted on the Museum campus with outdoor sculptures. Access to Skycube must be done through the purchase of admissions at our Visitor Services desk during open hours. After-hours access to Skycube is prohibited.

Professional Photographers

Non-commercial and commercial photography requires a photography permit from the Elmhurst Art Museum. Please observe the following rules:

- Photography permit: \$250 for 0-2 hours, \$100 per additional hour. At least one-month advanced notice is required. The permit must be signed and returned to <u>events@elmhurstartmuseum.org</u>. Once signed and countersigned by the Events Manager, your date and time will be reserved.
- Stabilization devices, lighting equipment, wardrobe changes, props, and make-up stations must be pre-approved by the Events Manager and Exhibition Manager, prior to contract signing.
- No photographs can be taken of individuals or commercial items touching or leaning on any artwork. If any copyrighted artworks appear in the photos, please contact the Collections Manager for more information. It is the user's responsibility to obtain necessary permissions and pay required fees to the artist, estate, or rights representative for any commercial use of copyrighted material.
- Photography must take place on days the museum is closed to the public, between the hours of 9 am-5 pm. No after-hours photography will be permitted.
- Groups may include up to 5 people. Groups larger than 5 must request special permission through our Events Manager (<u>events@elmhurstartmuseum.org</u> or 630-834-0202, ext. 12). Additional fees may apply.

The Elmhurst Art Museum reserves the right to prohibit photography in any area at any time. Failure to adhere to guidelines or staff direction may result in being asked to cease operations and leave the premises.