

## Photography Policy

Professional photography includes but is not limited to photos taken of individuals (including student portraits) or groups (including engagement, wedding or family portraits) or any other photos taken by a professional photographer.

Personal photography is defined as any photography taken by guests in the museum exhibits, atrium, classrooms, cafe, outdoor terraces and grounds. Flash bulbs, smartphone cameras and other cameras are generally permissible for personal photography.

The following fees apply only to professional photography. Generally, if your main reason for visiting the State Historical Building is to take photos, please make a reservation and be prepared to pay a fee. If you're visiting for another reason and would like to snap a few photos while you're here, go right ahead.

### Fees

- \$50 (flat fee, no more than 1 hour, during operating hours) – **with reservation**
- \$75 (flat fee, no more than 1 hour, during operating hours) – **without reservation**
- \$25 (flat fee, use of café terrace, no more than 30 minutes between 9-11 a.m. or 2-4:30 p.m.) – **reservation required**
- \$200.00 (flat fee, no more than 2 hours, after operating hours) – **reservation required**

### Group Size

- Up to 10 people, not counting the photographer and an assistant
- Larger groups must call (515) 281-8823 for approval and are subject to an additional \$25 fee.

### Reservations

- All photo shoots are based on availability. To make a reservation, call (515) 281-8823 at least two weeks in advance.
- Payment in full and a copy of this signed policy are due upon securing a reservation.
- A full refund is permitted when notice is given at least one week in advance. Refunds are not guaranteed for cancellations within one week's notice, except in cases of inclement weather. Reservations that are rescheduled because of inclement weather are subject to availability.

### Photography Locations

- Photo sessions are allowed in the atrium, grand staircase, second and third floor platforms, and the grand terrace.
- Photo sessions may take place in the exhibits only after regular operating hours. Professional photography within the exhibits during regular operating hours is strictly prohibited.
- The café terrace is available only to those who secure a reservation and pay the \$25 fee.

### Policy

- If our staff considers any photography disruptive, we reserve the right to cancel any session without a refund.
- Props, tripods and supplemental lighting equipment are not allowed.
- Moving facility equipment, including artifacts, is strictly prohibited.

**By securing a reservation with the State Historical Building, which is operated by the Iowa Department of Cultural Affairs, you agree to adhere to the policies listed above. Failure to abide by these policies will result in cancellation of the reservation with no guarantee of a refund.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Date and type of event: \_\_\_\_\_  
*Specify whether deposit was made via credit card authorization form, check or cash*

Deposit amount: \_\_\_\_\_ Email address: \_\_\_\_\_  
*Deposit receipt will be sent to this account* Phone number: \_\_\_\_\_