



Policy and Request for Permission for Motion and Still Photography at the Institute for Advanced Study

The Institute for Advanced Study (“Institute”) is willing to consider requests for motion and still photography on its campus in Princeton, NJ, that are consistent with its mission and purpose as a leading center for theoretical research and intellectual inquiry. Any activity must meet certain requirements, detailed below, and should not be disruptive to the contemplative atmosphere essential to the work of the Institute.

Permission to film or photograph, and related arrangements, must be obtained through the Institute’s Communications Office (see “Contact Information” below).

Following are the official guidelines for motion and still photography at the Institute:

1. Motion or still photography may not be used for promotional purposes (e.g., advertising).
2. All film crews and photographers must be accompanied and supervised by a member of the Institute staff while on campus, including the inside of any buildings and facilities.
3. All film crews and photographers interested in filming or photographing at the Institute must conduct a site visit prior to filming/photography in order to pinpoint and agree upon locations that will be used. Only agreed-upon locations may be used on the day of filming/photography. No additional interviewees or locations may be added unless specifically agreed to in advance, since these may cause undue disruption to the work of the Institute.
4. Filming/photography during peak times of activity in the Institute’s Dining Hall (lunch time, 12:00–1:30 p.m., September through July) and/or in its Common Room in Fuld Hall (tea time, 3:00–4:30 p.m., September through July) is not permitted.
5. All film crews and photographers visiting the Institute are required to provide a Certificate of Liability Insurance (minimum coverage: \$1 million) prior to the assigned day of filming/photography. Such certificates must be faxed or e-mailed (in pdf format) to the Communications Office no later than one week prior to the scheduled filming date.
6. All film crews/photographers must fill out a “Motion and Still Photography at IAS” form, provided by the Communications Office, regarding the scope and nature of their visit to the Institute. Information about the size of the crew and the extent of equipment involved must be provided to the Institute in advance of any scheduled shoot. Special requirements must also be submitted at least a week in advance (including electrical and lighting needs, access to elevators, oversized equipment with which assistance will be required, etc.) in order for the Institute to determine whether such needs can be met.
7. The Institute must be informed in advance if there will be actors, make-up, or food involved during the filming/photography because such needs may require special arrangements for staffing.
8. Scheduling of motion or still crews must fall within the normal workday of the Institute staff (9:00 a.m. to 5:00 p.m., Monday through Friday, holidays excluded).

9. Film crews are responsible for returning all Institute locations to their original condition at end of filming.
10. The Institute requires that three copies of the completed project be submitted to the Communications Office for archival purposes in a suitable durable format, e.g., CD, DVD, pdf.

Fees

Fees will be charged for the use of the location for each day or portion of a day, and for any staffing overtime incurred to supervise the filming/photography activity. Fees may be waived if the filming/photography is for educational or other bona fide public information purposes. In addition, the company or agency responsible for the motion or still photography shall pay all incurred expenses such as those for electricians, food services, janitorial services, etc., if they exceed the standard services provided by Institute staff. Specific contractual arrangements must be negotiated in advance.

Once this policy agreement is submitted, conditional permission to film and/or photograph on the Institute campus will be granted or denied. If conditional permission is granted, the applicant must submit, at least two weeks in advance of filming, the "Motion and Still Photography at IAS" form, as well as any anticipated requirements for personnel, equipment, or other assistance from the Institute for Advanced Study. If the plans change in any significant detail from the original application, permission may be withdrawn. Changes in the date or time of the filming and/or photography may provide sufficient grounds to withdraw permission, as these may cause conflicts with other Institute events or uses of desired locations.

I certify that I have read and understand the above statement of policy and agree to its terms and stipulations.

Signed,

_____ Date: _____

Print Name and Title: _____

Print Name of Organization: _____

Please email a copy of this policy, plus any attachments, to lsandberg@ias.edu.

Contact Information:

Lee Sandberg
Assistant Director, Public Relations
Phone: (609) 951-4406
lsandberg@ias.edu

Address: 1 Einstein Drive, Princeton, N.J. 08540
www.ias.edu



INSTITUTE FOR
ADVANCED STUDY

Motion and Still Photography at the Institute for Advanced Study

Organization name _____

Contact person's name, email and phone _____

Subject of program/intended use of photography _____

Air/publication date _____

Proposed scouting date _____

Preferred date(s) for filming at IAS _____

Preferred locations (if any) _____

Name(s) of IAS interviewee(s), if any _____

Size of crew _____

Equipment _____

Mode(s) of transport (car, van, truck) _____

Special requirements (electricity, access to elevators, etc.) _____

Indicate names of actors (if any) _____

Indicate if make-up or food will be present during shoot _____

Please email completed form to Lee Sandberg, Communications, lsandberg@ias.edu