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 by ____________________ 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. All film crews and photographers must be accompanied and supervised by one (1) member (“Staff”) of the Institute staff while on campus, including the inside of any buildings and facilities.

2. 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—including immediately prior to shooting by the Staff—since these may cause undue disruption to the work of the Institute.

3. 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 unless approved in advance.

4. 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.

5. 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.

6. 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, and any such approvals not to be unreasonably withheld.
7. Film crews are responsible for returning all Institute locations to their original condition at end of filming.

8. The Institute requires that if and when the project is aired on television, three copies of the completed project be submitted to the Communications Office for archival purposes in the form it is broadcast 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 after eight (8) hours of production 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 reasonable 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, prior to 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
Communications and Public Relations Manager
Phone: (609) 455-4398
lsandberg@ias.edu

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