



Casa is an open and welcoming public space with many events including classes, rehearsals, performances and meetings occurring on a daily basis. Photography/videography, video or filming, for personal or professional use, is welcome and permitted in the facility as space is available. Photographer/videographers should contact Casa management in advance of Photography/videography sessions to ensure space is available. Casa administration will determine the number of Photography/videography sessions permitted each day, dependent on the day's activities. A fee will be charged to Photographer/videographers for the use of Casa, payable prior to the start of the Photography/videography session. For safety reasons, the size of groups to be photographed in common spaces will be limited. Photographer/videographers shooting large groups or requiring additional setup and access to power, can book rooms at the usual booking rates and regulations. This protocol applies to all common areas defined as hallways, concourse, foyers and stairwells.

Regulations

1. Casa administration will determine which areas will be acceptable for Photography/videography and the number of sessions permissible within the day. Photographer/videographers who book in advance will be told which spaces are available for photo shoots when they book a session and they will be notified 48 hours in advance if there is a change in available spaces due to facility bookings.
2. Drop in photo sessions maybe allowed if facility booking permit.
3. All Photographer/videographers must check-in and sign a booking form with Casa reception prior to starting their shoot.
4. A \$25 per hour charge is payable prior to taking photographs. Payments may be made in person or by telephone. Casa accepts cash, debit, MasterCard, and Visa.
5. The Photographer/videographer is responsible for providing Commercial general liability insurance in the amount of not less than two million (\$2,000,000.00) dollars in a form sufficient to cover all exposure arising from the work being done in Casa. A current certificate of insurance must be provided prior to the shoot. The Photographer/videographer will be responsible for any damages to the building or its contents.
6. Photography/videography fees are waived for student projects, special event bookings and news media promoting Casa and its users.
7. Photographer and videographers are asked to limit their equipment when using common areas. Excessive props and equipment are not permitted, and furniture cannot be moved.
8. The use of all common areas except stairwells is permitted, provided full access of facility users is not impeded and safety considerations are observed. No Photography/videography is permitted on stairs.
9. Groups larger than 10 are consider to be large and are not permitted in common areas. Photographer/videographers/videographers are required to book specific rooms in Casa to photograph/film large groups.
10. Respect for all users while in the building is required. Groups will be asked to stop photographing and leave the building if they fail to abide by the regulations stated here within.
11. Photo shoots incorporating props or models who not appropriately attired for a public family focused facility are required to book specific rooms.
12. Intoxicated and unruly groups are not permitted, no exceptions.
13. The Allied Arts Council is not liable for any accident or injury that may occur to any person participating in the photo/video shoot taking place in Casa.
14. Exceptions to regulations may be considered in rare instances when previously discussed and approved by the Casa Facility Manager or designate.

Initial: _____



Photography, Video and Film Booking Form

Contact Information	
Name:	
Phone:	Email:
Professional Requirements	Student Requirements
Insurance policy number:	Student: <input type="checkbox"/>
<input type="checkbox"/> copy of policy attached (staff initial _____)	School name:
	Project supervisor name:
Booking Information	
Date of Photography/videography/videography/video:	
Start time:	Finish time:
Number of participants:	
Notes:	
Payment Information	
Fee: \$25	
Payment Type: <input type="checkbox"/> Cash <input type="checkbox"/> Debit <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard	
Receipt number:	
I, _____, acknowledge and accept all the conditions and requirements specified in the attached protocol; confirm that the information I provided is accurate and complete; and agree to report any changes to that information to Casa staff immediately. I release the Allied Arts Council from all liability relating to injuries that may occur to myself or any participant in my photo/video shoot.	
Name:	
Signature:	Date:

Office Use Only	
Date booking taken:	
Staff name:	Staff signature:

Initial: _____