



Old Salem Museums & Gardens Photography Policy

Updated: January 2021

Old Salem Museums & Gardens ("Museum") staff may restrict the time, manner, and location of photography on Museum property at any time without advance notice. Please note, this includes blocking out locations like the Heritage Bridge for our own photography sessions during the holidays. Photographers and their subjects are responsible for their own safety and the Museum assumes no responsibility for their actions. Rules for photography at the Museum are presented below. For the purposes of this policy, "photography" applies to digital, film, and video cameras.

To request a copy of a Museum photograph of a site or object on file, please contact the MESDA Research Center at (336) 721-7365. Fees are applicable.

All photographers must comply with the following rules:

1. Photographers must respect the rights of private property owners. The Old Salem Historic District is comprised of property owned by Old Salem Museums & Gardens ("Old Salem"), Salem Academy & College, the Moravian Church and its affiliates, the City of Winston-Salem, and private residents. Do not disturb the property of the private residents of Old Salem. Explicit permission is required from the owner to photograph on any private property.
2. Do not interfere with Museum guests' experience or access to Museum buildings or grounds. This includes, but is not limited to:
 - a) blocking Museum building doorways, steps, porches, pathways, or yards with people or equipment,
 - b) monopolizing time at hands-on objects or places, such as the water pumps, preventing our guests from enjoying the experience, or
 - c) using unusual and/or non-historic props that distract from the ambiance of the Museum.
3. Sidewalks and streets are the property of the City of Winston-Salem Do not obstruct sidewalks or streets. This includes:
 - a) preventing a pedestrian from traveling along the sidewalk without leaving the sidewalk and walking on adjacent property or onto the street,
 - b) preventing or hindering free passage of pedestrian or vehicle traffic on the sidewalks or streets,
 - c) preventing or hindering free passage of pedestrians crossing the Heritage Bridge, or
 - d) preventing access to or from any place of business. See *City of Winston-Salem Code of Ordinances, Part III, Section 74-17*.
4. Do not situate equipment or people in a dangerous manner. This includes, but is not limited to:

- a) positioning equipment/people on walls, fences, railings, and roofs (and/or other built features),
 - b) in trees, bushes, and/or other dangerous landscape features, or
 - c) in the direct path of vehicular or pedestrian traffic
5. Do not move or alter Museum grounds or property in any way (fences, benches, signs, ropes, plants, barrels, etc.).
 6. Use of large props for staging photographs, including chairs, benches, stages, backdrops, etc. is strictly prohibited.
 7. Do not enter or situate equipment/people in restricted areas or locked or closed Museum grounds, including Museum gardens.
 8. All pets must be kept on leashes, even during photo shoots.
 9. Museum restrooms (and all other interior Museum facilities) are not available for changing clothes or otherwise; there are no electrical outlets provided.
 10. Photography of people without their permission, especially those under the age of 13, may be regulated by law.

Professional/Commercial Photography

Professional and Commercial photography includes all photography performed by a business or individual for a fee or photography to be marketed and sold. Outdoor photography for professional or commercial purposes is not allowed during regular museum operating hours without explicit approval and an active permit. Professional photographers may photograph clients outside of Museum operating hours from dusk to dawn, as long as their permit is still active and on their person. We recommend checking the Museum's website and/or social media for temporary restricted access. Commercial or professional photography is not allowed inside Museum buildings without explicit approval from the Museum. To request approval to photograph inside a Museum building, please email Samantha Smith at ssmith@oldsalem.org.

- A Museum commercial photography pass is \$100, which is **valid for a year from purchase**.
- [Permits are available for purchase online here](#). Find out more information at www.oldsalem.org/vistor-media-guidelines.

Film and Video Production

Certain Museum premises may be utilized for TV commercials, shows and films. This work must be done outside of Museum operating hours unless explicit permission is given. We review all requests and, before approving them and signing contracts, must weigh the impact of each request on the guests' experience and our neighbors, the City of Winston-Salem, Salem Academy & College, Home Moravian Church, the Salem Congregation, and residents in the historic district. Location fees are negotiated individually. All commercial film crews must provide all executed contracts and a Certificate of Insurance before filming begins, and we reserve the right to reject any proposals. Location scouts and producers can contact Samantha Smith at ssmith@oldsalem.org.

Media Photography

Outdoor photography for media purposes is allowed with prior notification and approval from Samantha Smith. To request permission, please email ssmith@oldsalem.org.

Photography for Personal Use

Outdoor photography for personal use is permitted on Museum grounds during regular museum operating hours by ticketed museum visitors. However, please note:

- Large group photography (family portraits, proms, weddings) for personal use is discouraged during regular Museum operating hours.
- Do not unlock or unlatch gates or climb over locked fences.
- Do not move furniture or Museum property (plant material, wood, etc.).

Photography for personal use is permitted inside most Museum buildings. However, please note:

- Flash photography is prohibited inside Museum buildings.
- Tripods and other photography accessories are not permitted in Museum buildings.
- Do not videotape Museum costumed staff during their interpretation.

I understand that violation of the above rules may result in fines from the City of Winston-Salem and/or misdemeanor arrest. I have read and agree to all terms and conditions stated above.

Printed Name: _____

Photography Business Name: _____

Email: _____

Website/Social Media: _____

E-mail: _____

Signature and Date