

**NEW MEXICO MUSEUM OF SPACE HISTORY
COMMERCIAL FILMING AND PHOTOGRAPHY PERMIT
& AGREEMENT**

1. **Areas Permitted/Prohibited.** Photography, defined as commercial filming or still photography for the purposes of this Permit, without flash or strobe lights, is allowed in most of the galleries and elsewhere on the New Mexico Museum of Space History (NMMSH) campus. Photography requires Director permission, applied for through this permit and agreement. Photography is NOT permitted in exhibits of loaned artifacts from other institutions or private individuals if NMMSH received the items with photography restrictions or 2) near exhibits where “no photography” signage is posted, if applicable.
2. **Schedule.** Photographer must schedule photography at the convenience of NMMSH’s staff. If photography will be used to advertise or promote a particular product, the product must be approved by the Director in advance of the photographs being taken. If the product would not fit the image of the NMMSH, the Director will not grant permission (e.g., if it is demeaning to the mission of the museum, etc.).
3. **Attribution/Credit.** Photographer agrees to credit all products, publications, and exhibits using images from NMMSH as follows: *Courtesy of New Mexico Museum of Space History, a division of the New Mexico Department of Cultural Affairs.* The Photographer shall also provide NMMSH a copy of each print/video/film for the NMMSH files. These copies will remain on file only, and NMMSH will not copy or use them in any way without the written permission of the Photographer. NMMSH requests that Photographer provide NMMSH a yearly update on the status of the numbers of images produced to NMMSH Assistant Curator Jim Mayberry (Mail: POB 5430, Alamogordo, NM 88311, email: jim.mayberry@state.nm.us, phone 575-437-2840 ext. 41154) for data purposes only.
4. **Director Discretion.** Photography is encouraged as a marketing medium. However, the NMMSH Director reserves the right to reject requests to protect the artifacts, staff, volunteers and public image of the NMMSH at the Director’s discretion.
5. **Commercial photography fee.** There is a base charge of one-hundred dollars (\$100) for commercial filming and commercial photography if Photographer photographs at NMMSH for less than two hours. NMMSH will assign at least one staff member to the film/photo crew, and if filming involves more than two hours or overtime (after normal working hours), then NMMSH will charge an additional twenty five dollars (\$25) per hour, per staff member for staff time. If specific staff members are needed for any reason, the NMMSH will charge Photographer a higher hourly fee, at least ten percent higher than that staff member’s hourly wages and prorated benefits. NMMSH may reduce these fees if Photographer is renting all or part of NMMSH.
6. **Props and Scenery.** If Photographer anticipates using any props or scenery, Photographer must get written permission from the NMMSH Director and deliver a bond equal to the amount required to restore any affected NMMSH property to its original condition.
7. **Public Access/Rules.** Photographer, Photographer’s equipment and/or any Photographer personnel may not restrict public access to any part of the NMMSH property unless the Photographer enters a separate facility rental agreement with NMMSH. Photographer also agrees to abide by NMMSH’s rules while on site.

Liability. Photographer assumes liability for any injury, theft, or vandalism during Photographer’s time on NMMSH’s premises; and shall indemnify NMMSH against responsibility for any such injury or loss.

New Mexico Museum of Space History Photography/Film Agreement

Company _____

Contact Person _____

Address _____

Phone _____ Cell: _____

E-Mail _____

Photography/Film Location(s) _____ New Mexico Museum of Space History _____

Date of Photography/Filming _____

Time Photography/Filming Begins _____ A.M./P.M. Ends _____ A.M./P.M.

Number of Crewmembers _____

Description/ Purpose of Event _____

Special needs _____

Photography/Filming Fee \$ ___ n/a _____

I have read the content of the permit above and agree to abide by the conditions of use as stated.

Authorized Signature: _____ Date: _____

Printed Name: _____

Approved by: _____ Date: _____

Please make all checks payable to the New Mexico Museum of Space History.

Mail to:
New Mexico Museum of Space History
POB 5430
Alamogordo, NM 88311-5430

For more information, contact:
Cathy Harper
Marketing/Public Relations Director
575-437-2840 ext. 41153
Cathy.harper@state.nm.us