



Request for Filming/Photography

General Guidelines & Procedures

1. *The Western Science Center reserves the right to deny any filming request.*
2. We ask that any requests for filming or still photography be submitted to the Marketing & Events Specialist at least two week in advance.
3. We reserve the right to review and approve the film concept and script prior to the start of filming.
4. Filming shall not impede day-to-day museum operations; unless otherwise discussed, you may only film when the museum is closed to the general public.
5. Filming crews must be escorted by a staff member of the Western Science Center *at all times*.
6. Filming must not endanger any of the museum's exhibits, collections, or buildings. In no event shall animals or plants be brought into the building, and nothing may be permanently affixed to walls, windows, etc. Staff may halt filming activities at their discretion in the event of disruption.
7. Use of the Western Science Center logo and associated branding is at the discretion of the Marketing & Events Specialist and only available with permission.

Fees

1. Any events/filming requiring the closure of the Western Science Center to the public are subject to the discretion and approval of the Executive Director and/or Marketing & Events Specialist. *All fees are subject to review and adjustment according to event specifications.*
2. Any event/film lasting longer than (8) hours will require an additional staffing fee of \$500. A \$1000 security deposit is required for any reservation above \$1500.