

LEE CHAPEL & MUSEUM
Washington and Lee University
Lexington, Virginia 24450-2116

Professional **Non-Wedding** Video, Photography and/or Recording
Permission Request and Use Agreement

1. _____ (name of person and/or entity - - hereinafter "USER(S)")
request(s) permission to take video, photographs, and/or audio recordings in the following areas of
the Lee Chapel & Museum:

- ☐ Lee Chapel Auditorium
- ☐ Lee's Office
- ☐ Museum Galleries
- ☐ Collections

On (date) _____

2. **Description of project and intended use(s):**
(Please include cover letter detailing project)

Agency, corporation, network, or individual for which request is filed:

Name: _____

Address: _____

Telephone: _____

Fax: _____

Email: _____

3. USER(S) hereby agree(s) to use the images/video for no other purpose than that which is stated above without first obtaining written permission from Washington and Lee University, which owns and operates the Lee Chapel and Museum. This agreement is for a one-time usage; the images/tapes may not be resold or duplicated for profit.
4. USER(S) has/ve read and understand and will comply with all the Washington and Lee University Guidelines and Procedures for Professional Non-Wedding Photography, Filming, or Recording of Lee Chapel & Museum, which are attached and incorporated by reference herein as though fully set forth.

5. USER(S) understand(s) that the university has the right to remove all persons associated with this project from working on site and to terminate this agreement for failure to comply with the referenced Guidelines and Procedures, directives of museum staff and/or university officials, and/or failure to comply with the provisions of this Agreement.
6. USER(S) agree(s) and promise(s) to indemnify and hold harmless Washington and Lee University, its trustees, officers, employees, and agents, from any claims or expenses, of whatever nature, that result from this project work at the Lee Chapel and Museum, and/or any future use of the completed work.
7. USER(S) agree(s) to assume full risk and responsibility for loss or damage to its/their own equipment brought onto the Lee Chapel and Museum site for the project, as well as to assume full financial responsibility for any damage to Lee Chapel and Museum property and/or other University property caused by any individual working on site on the project.
8. USER(S) agree(s) that, prior to the acceptance of this agreement, they must submit a certificate of insurance to the University, as required under the Guidelines, evidencing General Liability insurance in the amount of \$ One Million Dollars per occurrence and \$ Two Million Dollars aggregate, naming Washington and Lee University as an additional insured under the policy.
9. USER(S) will provide the Lee Chapel and Museum and the Washington and Lee University Archives with two copies of the completed work.
10. USER(S) represent(s) that the undersigned has authority to execute this agreement on behalf of USER(S).

Museum Manager Signature & Date

Requester Signature & Date

Name of Organization

Title of Individual