



## Visitor, Press and Commercial Photography Policy at Reiman Gardens

### Visitor Photography Policy

Photography (still and video) is permitted for private, non-commercial use only. Photographs cannot be published, sold, reproduced, transferred, distributed, or otherwise commercially exploited in any manner whatsoever without written consent by Reiman Gardens. Contact the Communications Coordinator for permission. Tripods, dipods and monopods are not permitted in the glasshouses. Reiman Gardens reserves the right, at its sole discretion, to withhold and/or withdraw permission to photograph on its premises or to reproduce photographs of objects in its collection.

Flowers and foliage may not be picked or rearranged for any purpose. Plant labels and tags may not be removed. Photographers, subjects and all equipment must stay out of the water features, flower beds and off the artworks and other structures at all times. Clothing, backdrops and other props are not to be hung on plants or trees. Reiman Gardens is not responsible for damaged or lost equipment brought to the Gardens.

### Wedding Photography Policy

**Fee:** The \$200.00 photography fee reserves the non-exclusive use of the Gardens for one hour of photography. This fee is waived if the wedding and/or reception is held at Reiman Gardens. All couples (both renting the facility or just coming to the Gardens for photos only) must reserve the time and date of their photo session and must pay in advance. Guests who do not register in advance will be charged \$300.00 per hour. The Gardens accepts personal checks, MasterCard and Visa as forms of payment for wedding photography sessions.

**Wedding Photography Session Length:** The \$200.00 photography fee provides the non-exclusive use of Reiman Gardens for one hour. Additional time is charged at the rate of \$200.00 per hour, with a minimum billing increment of one hour. The Gardens will not prorate fees relative to length of session. Thus, a wedding photography session occupying the Gardens for one hour and twenty minutes will be assessed a fee of \$400.00. Please carefully consider the schedule of your wedding day, taking into account travel time and other factors when requesting the use of the Gardens for wedding photography. Out of respect for everyone who uses the Gardens, all parties must adhere to the scheduled appointment times.

### Press, Commercial and Special Photography Policy

Members of the media may photograph or film within designated areas of the facility and grounds for purposes of news coverage that includes Reiman Gardens. All members of the press must contact the Communications Coordinator prior to arrival.

A member of the Gardens staff must be present to escort members of the press through exhibitions and all other areas of the facility and grounds. To make arrangements, call (515) 294-6356. Please try to make arrangements with the Communications Coordinator at least 24 hours in advance to ensure availability.

Commercial and special photography arrangements must be made at least one week in advance through the Communications Coordinator by calling (515) 294-6356. Reiman Gardens charges fees for all filming and photography intended for commercial purposes. Site fees vary for each project.

Because Reiman Gardens is open to the public every day, special arrangements can not be made to quarantine an area from normal visitor traffic during regular business hours. All filming and photography must be conducted without disruption to the Gardens operations or limitations to accessibility of exhibitions, stairwells, entrances/exits, high traffic areas and other locations of interest to the Gardens guests.

A contract and 50 percent non-refundable deposit are required before the Gardens approves any special photography arrangements. The Gardens reserves the right to approve final content for anything in which images of Reiman Gardens or its properties will appear. Scout visits can be arranged by calling (515) 294-6356.

A photographer selling materials (greeting cards, posters, prints etc.) identifying the location (which must be "Reiman Gardens Iowa State University") would have to go through the trademark licensing program and sign a license agreement with the Iowa State University's Trademark and Licensing program through ISURF. ISURF licenses companies that use the university's trademarks on these items. More information is available at their website: [www.iastate.edu/~isurf](http://www.iastate.edu/~isurf)

#### **Iowa State University Affiliated Organizations**

Iowa State University affiliated organizations should contact the Communications Coordinator, (515) 294-6356, to arrange photography services without admission or other fees.

#### **Senior Portraits and Other Group Photography Sessions**

Professional photographers are charged a \$50 per hour sitting fee that includes the photographers, assistants and subjects admissions while working in the Gardens. Groups of 15 or more are pro-rated. This excludes the glasshouses. To schedule an appointment, call (515) 294-8994.

Reiman Gardens offers an annual photographer's membership for \$500. This membership will allow the photographer to bring their subjects to the Gardens and waive all admission fees for the photographer and their subjects. With the membership, the Gardens will allow the use of indoors spaces when the Gardens is closed to all other visitors. To schedule an appointment, call (515) 294-8994.

**Time of Day and Year:** Photos are not permitted in the glasshouses or in any other interior location during normal business hours but are permitted on the outside grounds during normal business hours. Reiman Gardens makes no guarantees on the

condition of the Gardens (plant collections, trees, shrubs, etc in bloom or in place) for the scheduled photography session.

**Viewing the Gardens:** It is required that you visit Reiman Gardens before your scheduled photography session, to view the Gardens for your photos. This process is in place for your benefit and to save time. Access to the Gardens is restricted and an appointment needs to avoid the admission fee when viewing the grounds for possible photo locations. To make arrangements, call (515) 294-8994.