Photography Policy

Photography Policy for general visitors, community visitors, and professional photographers.

USAGE AND GUIDELINES

The Garden exists primarily for the scientific, educational and cultural enjoyment of visitors.

<table>
<thead>
<tr>
<th>Do</th>
<th>Don’t</th>
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<tbody>
<tr>
<td><strong>Do remember that other people are visiting the Garden for beauty, solitude, and enjoyment.</strong></td>
<td><strong>Do not</strong> block paths or beds with your party, props or equipment, and avoid making excessive noise, including the use of noisy toys.</td>
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<tr>
<td><strong>Do remember that even if a bed looks empty, something may be sprouting below the surface.</strong></td>
<td><strong>Do not</strong> climb or pose subjects in planting beds, trees, on fencing, buildings or any structure in the Garden.</td>
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<tr>
<td><strong>Do stay on the paths and out of planting beds and off the grass in allee. When in doubt, please stay out!</strong></td>
<td><strong>Do not</strong> remove plantings, signage, or displays.</td>
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<tr>
<td><strong>Do keep in mind that this is a plant museum.</strong> Do not pick flowers, leaves or any plantings growing in the Garden.</td>
<td><strong>Do not</strong> toss rice, confetti or similar material in the Garden.</td>
</tr>
<tr>
<td><strong>Do wear the PERMIT at all times while in the Garden.</strong> Make the permit visible to Garden Staff while in the Garden.</td>
<td><strong>Do not</strong> litter. Take all trash with you.</td>
</tr>
<tr>
<td><strong>Do wear the PERMIT at all times while in the Garden.</strong> Make the permit visible to Garden Staff while in the Garden.</td>
<td><strong>Do not</strong> hang backpacks or props from trees, plants or place in planting beds or leave on paths while you are elsewhere.</td>
</tr>
<tr>
<td><strong>Do wear the PERMIT at all times while in the Garden.</strong> Make the permit visible to Garden Staff while in the Garden.</td>
<td><strong>Do not</strong> leave your items unattended. The Garden is not responsible for lost, stolen or damaged items.</td>
</tr>
<tr>
<td><strong>Do make reservations.</strong></td>
<td><strong>Do not</strong> ask staff to open buildings, restrooms or wait for you. Staff is working to keep the Garden beautiful.</td>
</tr>
<tr>
<td><strong>Do pre-pay at the time of reservation.</strong> MasterCard or Visa is accepted over the phone.</td>
<td><strong>Do not</strong> allow your clients to leave clothes or other unattended items in restrooms.</td>
</tr>
<tr>
<td><strong>Do share the Garden photo policies with your clients.</strong></td>
<td><strong>Do not</strong> allow your clients to leave clothes or other unattended items in restrooms.</td>
</tr>
</tbody>
</table>
Liability

The Garden of the Coastal Plain at Georgia Southern University is not responsible for any damages or losses to equipment or personal items belonging to photographers or clients.

Damages to Plant Collections

If damages occur during your usage of the Garden, the Director will determine cost of locating, shipping and replacing of specimen including labor and installation. In some cases, if the damage is significant, it may be necessary to revoke the privileges of photographers and their staff.

Credit and Recognition

The Garden of the Coastal Plain at Georgia Southern University requires the following location credit when in print, on the web, in broadcast, and in any other public medium. “Garden of the Coastal Plain at Georgia Southern University, Statesboro, GA”

Photographers are encouraged to submit Garden images for promotional materials, webpage design, in broadcast, and in any other public medium. Credit for the images is at the Garden’s discretion. In some cases, photo credit may not be feasible due to design, space or size.

TYPES OF PHOTOGRAPHERS

A. General Visitors

Visitors to Garden of the Coastal Plain at Georgia Southern University are welcome to take images for personal use as long as individuals follow visitor etiquette while in the Garden. There is no photographic fee for general visitors, unless photographs are to be sold for profit. If photographs are sold for profit, then the Garden’s Professional Photographer policy applies. If a group of 5 or more are expected, please call for reservation.

B. Professional Photographer

Garden of the Coastal Plain at Georgia Southern University defines professional photography as images taken for the sole purpose for resale/profit, including all family portraits, wedding, prom, senior and engagement portraits, and any other posed portraiture of individuals by professional photographers or amateur photographers acting as professionals. Pre-paid photography reservations are required at least 5 business days in advance.
THE FOLLOWING PERTAINS TO PROFESSIONAL PHOTOGRAPHERS:

1. Photography Reservations

We want you and your clients to enjoy your time in the Garden. To ensure your photo session will proceed smoothly and to avoid conflicts with Garden tours, all professional photographers are required to book pre-paid reservations 5 business days in advance. Pre-paid reservations are made through the Garden’s Administrative Office, 912-871-1149. The Garden is not able to accommodate drop-in photo sessions.

No reservations are available on days that the Garden has a booked Facility Rental or festivals, plant sales, annual fundraiser events, weddings or receptions. Although the Garden will do its best to protect your reservation, Garden events and Facility Rentals come first and rescheduling of photography reservations will be made regardless of date of reservation. The Garden will call to notify the photographer immediately in the event a photographic session needs to be rescheduled.

Cancellations: Cancellations will be credited toward future use. The Garden is not able to provide refunds. Please re-book new reservations 5 business days in advance.

Rain policy: If it rains on the day of photography reservation, the Garden will be happy to reschedule the session. No fees can be refunded.

Any professional photographer without advance reservations and pre-paid permit fees will be asked to leave.

2. Permit Fee

We appreciate that photographers enjoy using the Garden as an outdoor studio. There are costs associated with maintaining and protecting the Garden’s beauty and facilities, just as there would be with any studio or business office. In addition, the Garden’s studio is alive and constantly changing. Professional photographers using the Garden will pay a permit fee to assist with the costs of providing beautiful, well maintained gardens and historic buildings, parking, and facilities for you and your clients.

Reservations and pre-paid permit fees must be paid over the phone or in person by VISA or MASTERCARD only, 5 business days in advance. Call the Garden at 912-871-1149 to make your reservation. The Garden is available for photographic use between 9 a.m. - 5:00 p.m. and photographers and clients must depart by 5:30 p.m., when Garden grounds, facilities and gates are closed.
The photographer is responsible for making all reservations and paying permit fees. Any professional photographer or group of 5 or more without advance reservations and pre-paid permit fees will be asked to leave.

A pre-paid non-refundable permit fee must be paid at time of reservation.

FEE:

$50.00 per hour (Fee is based on an hourly rate, usage less than an hour is processed as a whole hour.)

Or

Premier Photographer Annual Sponsorship (see attached)

Or

Basic Photographer Annual Sponsorship (see attached)

**Permit Pick up:**

1. Permits will be available for pickup 30 minutes prior to pre-paid reservation hour at the Garden’s Administrative Office, 1201 Fair Road, Statesboro, GA. Reservations are scheduled between 9 a.m. - 5:00 p.m. and must depart by 5:30 p.m., when Garden grounds, facilities and gates are closed. No admittance after Garden hours.

2. This permit must be visible and worn at all times.

3. This permit verifies that you acknowledge and accept the Gardens photo policies.

4. Permits must be returned immediately following your photo session. Failure to return the permit when scheduled will result in additional fees. Please plan your time accordingly.

PLEASE NOTE: The Garden reserves the right to deny any photographer’s request. If you are in violation of GSBG photo policy at any time, the Garden has the right to revoke your permit and ask the photographer, their staff and clients to leave the Garden. If violations have been repetitive, warnings have been disregarded, or excessive damage has occurred, the photographer will be escorted off the property by University Police and banned from the Garden.

**3. Facility Rental Exemption**

The Renter (a rental for a wedding rehearsal, wedding, reception or any event under the Heritage Pavilion (see Facilities Rental Agreement)) of the facility is responsible for providing the Garden’s Photo Policy to the photographer for guidelines while working in the Garden. Any Photographer brought in by a Renter to document the event, either an amateur or professional, is responsible for following all aspects of this policy. Permit and fees waived.
Photographer Sponsorships

Premier Photographer Annual Sponsorship  $3,000

Includes
- Garden Photo Sessions
  - 50 hours of photography in Garden
  - Office check-in waived: Call-in check in upon arrival

- Photographers Promotion
  - Listed as a Premier Annual Sponsor on Garden website
  - Link to your website from Botanical Garden bridal page
  - Listed as Preferred Vendor on Garden Website

- General Garden Promotion
  - Announcement of your sponsorship at Wine, Moonlight & Magnolias
  - Logo listed on sponsorship plaque at Wine, Moonlight & Magnolias
  - Name listed in Wine, Moonlight & Magnolias program
  - Logo banner displayed at Wine, Moonlight & Magnolias
  - Logo banner displayed at Festivals
  - Logo banner displayed at Lunch & Learn Series
  - Logo banner displayed at Music in the Garden

Basic Photographer Annual Sponsorship  $1,000

Includes
- Garden Photo Sessions
  - 25 hours of photography in Garden ($250 savings from hourly rate)

- Photographers Promotion
  - Listed as Preferred Vendor on Garden website