

Permission to Photograph, Copy or Sketch at the de Young or the Legion of Honor

Photography

- Photography is allowed in the permanent galleries without flash, artificial light and hand-held only, during public hours. Objects that are on loan or in a special exhibition cannot be photographed. Loan items have a "T" or "L" before the accession number.
- The Marketing Department handles requests for **commercial photography** and **filming**. TV crews from regular stations or national outlets must be scheduled through the Media Relations Department and will be accompanied by a staff member.
- **Photography** of the exterior of the museums during public hours is allowed, including wedding portraits at the museums' discretion; access to the museums should be not blocked. Wedding ceremonies are not allowed in the Court of Honor at the Legion. Wedding ceremonies outside the buildings must have a permit from the Recreation and Parks Department with approval of the Fine Arts Museums.

Sketching

- **Sketching for individuals** with pencil on a small (9" x 12" or smaller) hand-held pad is allowed during public hours in the **permanent collection**.
- **Permission** needs to be obtained to sketch using easels and larger pads and/or for **groups** and is allowed on weekdays only, during public hours.
- Sketching in **special exhibition galleries** is by **permission only**, subject to lender and gallery restrictions.
- **Groups** must obtain **permission** in advance. **Permission for sketching** will only be granted for hand held 9" x 12" or smaller pads and pencil during weekdays which will be indicated on the gallery tour list.
- Individuals that are part of a group that has pre-approved and scheduled classes are required to pay admission or show their membership/pass if they come on a different day than when their class is scheduled. The museums are not obligated to furnish any materials or equipment (including chairs) for their use.
- Supplies and materials should not be left unattended at any time. In all instances the work area shall be left clean and all museum rules must be adhered to including the artist must maintain a minimum distance of 3 feet from any artwork, no touching of any artwork including pedestals and bases; do not block pathways and exits.

Copy or Painting

Permission to copy or to **paint** requires a permit. Advance permission is required and is allowed on weekdays and only for artwork owned by the museum. Requests for permission must state the media to be used. Details and restrictions are listed on the other side.

Request Permission

- **Groups** obtain permission by contacting:

K-12 and adults	Sheila Pressley	750-7641
College	Cynthia Inaba	750-3528
Artist Demos	Renee Baldocchi	750-7634
- **Individuals** obtain permission by contacting: Ann Winters 750-7657

PERMIT FOR PHOTOGRAPHING, COPYING, OR SKETCHING

Time _____ Day _____ Date _____

Permission is hereby given to:

Name

Address

Signature (indicates understanding and abiding by the rules)

To photograph, copy, sketch, (applicable activity circled) the following objects/areas of the collection of the Fine Arts Museums, subject to the conditions below:

APPROVED BY:

Date

Authorized Signature

Permission is granted by the Visitor Services or Education Departments.

Copy or Painting

- Permission to **copy** or to **paint** requires a permit.
- Only artwork owned by the Museums may be sketched or copied. Non-museum objects have a "T" or a "L" before their accession number listed on the text panel.
- Artists must maintain a minimum working distance of 3 feet from any artwork.
- No touching of any artwork including pedestals and bases is allowed.
- No blocking of exit ways or main access routes for visitors.
- Drawing/painting materials are limited to pencil, colored pencil, charcoal, pastels, ink, and water-based paints (watercolor, gouache, acrylics, water-miscible oil paints). A drop-cloth that extends under the working area and artist is required for charcoal, pastels, and all water-based paints.
- No aerosols or spray bottles of any type are permitted.
- Any water container must be of a shape that would reduce the chance of tipping or spillage. The container must be closed whenever it is moved through the galleries.
- No volatile solvents may be used due to possible sensitivities of visitors and employees.
- The use of personal easels is permitted. Any easel must be stable and positioned at a distance from the artwork greater than the easel's height.
- Any copy done in the same materials as an artwork must vary by at least ten percent in total area from the original.
- No equipment or materials may be left unattended at any time. All supplies/materials must be removed from the buildings at the end of the day.
- A copy of this permit shall be presented upon request to security or staff. At the request of security or staff, easels and other materials must be moved or removed if the safety of the artwork or people is in doubt.