ARCADIA UNIVERSITY

PHOTOGRAPHY AGREEMENT

NAME:_____ **PHONE:** _____

ADDRESS: _____

DATE OF PHOTOS: _____ **TIME:** _____

NUMBER OF ATTENDEES: _____

Arcadia University Policies in order to guarantee reservation.

Please carefully read, sign and return this document as soon as possible, but no later than 4 weeks prior to the event date. A copy of this Agreement and a confirmation of the reservation will be returned immediately to you for your records. RESERVATIONS FOR THIS EVENT ARE NOT APPROVED, CONFIRMED NOR GUARANTEED UNTIL THE OFFICE OF CONFERENCE SERVICES RECEIVES THIS DOCUMENT. Send this document to the Office of Conference Services: Arcadia University, 450 S. Easton Rd. Glenside,PA 19038 or via email to confsvc@arcadia.edu. *Please retain and be able to produce a copy of this Agreement while on Arcadia University property. Campus Security or Conference Services staff will request this permission form during the photo session.* Failure to comply will result in immediate dismissal from University property and a $100.00 fine.

The above named party (hereafter known as "Guest") has permission of Arcadia University to take photographs on the grounds around Arcadia University Campus, Glenside, Pennsylvania, including Greytowers Castle on the date and at the time stated above. The photographs may be taken in areas covered by this agreement only, and may be taken only in areas which do not interfere with University-related activities. Pictures will be taken during normal break times for the University when students are not present on campus unless specific permission is granted in advance.

PLEASE NOTE: In the event of a scheduling conflict, a wedding and/or reception will take precedence over a wedding photo shoot. Should we need to cancel your photo shoot, you will be given ample notice to scout another location for your photo shoot. We appreciate your cooperation.

The person signing below agrees that this photo shoot and any individuals associated with this photo shoot will not interfere in any way with any activities taking place on campus at the time of this event. Furthermore, Guest and any individuals associated with this photo shoot agree to avoid areas of the campus where sculpture and other artwork is displayed unless specific *permission is granted through this document*. Guest will be held liable for any damage to campus property incurred as a result of this photo shoot. Arcadia University prohibits use of alcohol by Guest and Guest's attendees while present on campus.

Guest assumes full responsibility for any actions, accidents or other occurrences in connection with this event and all activities surrounding this event while on Arcadia University property. The University, its officers, its Board of Trustees and its employees will not be held liable in the event of any accident or injury affecting Guest, the photographer or any individuals associated with Guest and this photo shoot, while on Arcadia University property.

I, as indicated by the signature(s) below, agree to assume responsibility for all arrangements surrounding this event, and to assume all responsibility for any and all occurrences connected with this event. Furthermore, I understand and agree to the terms and waiver of liability outlined in this document.

Guest Signature: _____ Date:_____
Guest Printed Name: _____

OFFICIAL USE ONLY
APPROVED BY CONFERENCE SERVICES:_____Date:_____