

## PARK BOARD PHOTOGRAPHY POLICY

Implemented July 1, 2014

Updated Oct. 22, 2019

Public parks are where our community goes to relax, enjoy the outdoors and have fun. It's natural to want to capture the moment in photo or video. However, to insure the enjoyment of all and to protect the integrity of parks, special rules apply to photographers and videographers.

This policy establishes procedures related to photography and videography in Springfield-Greene County Park Board (Park Board or Parks) facilities. The policy is available at [ParkBoard.org](http://ParkBoard.org), under About Us. Questions may be directed to the Park Board main office at 417-864-1049.

### **For all photographers and videographers:**

All Commercial, Professional, Amateur, Student and Media Photographers and Videographers are required to adhere to [Springfield City Code Chapter 82](#) (general park regulations) and this Policy while operating in Parks.

In addition to Springfield City Code Chapter 82, the following activities are prohibited in Parks:

1. Entry into, or placement of photo equipment or props, in flowerbeds, plant beds, landscaping and other maintained gardens areas. Access on garden paths, walkways and turf is permitted, as long as reasonable access is maintained for other parks patrons.
2. Destruction (including cutting and picking) of flowers, foliage, landscaping, turf and groundcover.
3. Sitting and/or climbing on structures, tree limbs, statues, fountains, fences, handrails or water features, except where playground equipment or benches are provided.
4. Writing on any surfaces with any product, including chalk.
5. Movement of benches, tables, trash receptacles or other furnishings.
6. Suspending, leaning or affixing photo equipment, backdrops or other props on or from structures, trees, statues, fountains, fences, handrails or other park features.
7. Use of farm animals, exotic animals or livestock as props, except during approved special events where such animals are permitted. Photos and video of wildlife is permitted. Photos and video of animals housed at Dickerson Park Zoo and Rutledge-Wilson Farm Park are permitted only from areas with public access. Additional policies may apply at these facilities.
8. Obstruction of paved walkways or greenway trails.
9. Any activity determined to be a general nuisance by Parks patrons or staff.

**A Special Event/Activity Application is required** for all Photography and Videography conducted for purposes of third-party marketing or promotion; and/or projects involving a staff or crew of three or more people, use of a single location for more than an hour, power generators, ground cables, sets, props, three or more lights, three or more cameras, boom microphones, monitors, production trucks or other production equipment. Applications must be submitted to the Parks Administration Office at least 30 days in advance of the proposed shoot date. Rental and/or special use fees may apply, in addition to the cost of a Photography Pass (see below.)

Media Photographers and Videographers are asked to contact the Park Board Public Information Administrator at 417-874-2943 prior to photographing at any Park Board facility.

### **For Commercial and Professional Photographers and Videographers:**

All Commercial and Professional Photographers and Videographers, defined as businesses, companies, employees or individuals producing photographs and/or video for profit in Parks, must obtain and display a Daily or Annual Photography Pass while operating in Parks.

1. Daily Photography Passes will be marked with the passholder's name, company name (if applicable) and the date for which they were obtained (may be purchased in advance.) Daily Photography Passes are only valid on the date marked, and cost \$25/day.
2. Annual Photography Passes will be marked with the passholder's name, company name (if applicable) and the year for which they were purchased. Annual Passes are valid throughout the calendar year marked, regardless of purchase date, and through March 31 of the following year. Annual Photography Passes cost \$150/year. Companies or businesses purchasing an annual pass will be granted two copies, assuming liability for both. Individuals will be granted one pass. Each pass is individually numbered.
3. Daily and Annual Photography Passes are available during normal operating hours at the Park Board's Administration Building, 1923 N. Weller Ave. 417-864-1049; the Springfield-Greene County Botanical Center, 2400 S. Scenic Ave., 417-891-1515; and Jordan Valley Ice Park, 635 E. Trafficway, 417-866-7444.
4. All Photography Passes must be readily visible to others while operating in Parks. Parks staff and volunteers may request photographers to show passes while operating in Parks.
5. Photography Passes are non-transferrable and are only valid for the individuals and companies or businesses to which they are issued. Passes are not required for assistants not operating cameras.
6. Possession of a Photography Pass does not guarantee availability or exclusive use of any Park area, facility or garden.
7. Possession of a Photography Pass does not include admission to Mizumoto Japanese Stroll Garden, Dickerson Park Zoo, sports events, tournaments or any other Parks events or facilities with entrance fees.
8. Failure to comply with Springfield City Code Chapter 82 and this Policy may result in forfeiture and termination of Photography Passes, without refund or any liability on the Park Board. Photographers may not apply for a new pass within one calendar year of any termination.
9. Lost Annual Passes will be replaced at \$25 per pass.
10. Photography Passes are not required by Professional and Commercial Photographers and Videographers whose clients have rented Parks facilities, during the hours of the rental and at the immediate location of the rental. However, photography outside of the rental location and/or rental hours requires a Photography Pass.
11. Professional and Commercial photography and videography is not allowed in Parks indoor facilities, golf courses or outdoor pools without prior permission from facility managers. Arrangements must be made at least 24 hours in advance. Additional Rental and/or Special Event/Activity fees may apply.
12. Photography passes are not required for Amateur or Student Photographers and Videographers not working for profit.
13. Photography Passes are not required for Media Photographers and Videographers working for purposes of journalism. However, members of the Media are asked to contact Jenny Edwards, Park Board Public Information Administrator, at 417-874-2943 prior to shooting at any Park Board facility — except for special events, sports competitions and tournaments, and events with separate media credentialing.
14. The Director of Parks or designee may waive Photography Pass and other fees when applicable.