

## Photography/Videography Permit & Guidelines

Sugar Grove Nature Center's (SGNC) facilities and grounds, which are owned in partnership between Sugar Grove Foundation and Funks Grove Cemetery Association, offer a beautiful backdrop for pictures/videos as well as a special place for many programs, events, and passive recreational activities. To maximize the enjoyment and use by all of our guests, our photography policy requires permission for all photography/videography conducted by a commercial photographer.

*Commercial Photographer: Any agent, employee, or owner of a photography business, freelance, or hobby photographer, who uses Sugar Grove Nature Center grounds or facilities for portrait settings of individuals, groups, commercials, training films, movies, documentaries, or advertisements. Also, anyone who intends to use the images in any manner in which they will be offered for sale is considered a commercial photographer. If you fit this definition, you will need to apply for a permit.*

We encourage hobby photography of the grounds (landscape, plants, animals), and permits for grounds photos are not required. News related events may be filmed or video recorded by the media without payment of fees or advance permit application providing the photographer(s) comply with the following site use rules and regulations.

Permits may be requested no more than 30 days in advance. A minimum of four days notice is preferred. Requests for Saturday or Sunday must be received no later than Thursday. Permits may be issued to more than one group for the same day/time. Photography sessions are not permitted during special events. A copy of the approved permit will be returned as a receipt and is to be with the permit holder during the photo session, as staff may ask to review this at any time.

All parking for SGNC is in the designated parking areas only. There are two such areas. The first is our main lot which is immediately adjacent to the Visitor Center. The second is our remote lot located on the north side of the prairie, adjacent to the Funks Grove timber line, on the west side of the township road. Vehicles are prohibited from entering the grounds or parking in any other area, unless prior arrangements have been made with the SGNC staff. On occasion, the main lot is closed for Nature Center functions. No exceptions will be made for photographers or their clients.

### Site Use Rules & Regulations

- Please be respectful of the property and other guests at all times.
- Photographers or clients/models may not step in planter beds, gardens or off of the trails.
- Plants, decorations, plant markers, rocks, water features, and furniture can be included in pictures but must not be moved.
- Do not ask staff/volunteers to stop work or move equipment/tools.
- Other guests on the property, existing programs, and rental space users must not be approached and asked to relocate their activity.
- All pathways must remain accessible to all Nature Center visitors at all times.
- The road to the Nature Center and its driveway cannot be blocked at any time.

Alcohol is not permitted. The permit holder is responsible for any damage to the facilities and grounds. Access to the Nature Center buildings is not included and as such there are no restrooms, rain shelters, or facilities for clothing changes guaranteed. Fees are non-refundable; please call to reschedule in the case of inclement weather.

Important Note: This PRIVATELY owned property is open to the public for enjoyment, but those not respecting the facilities, grounds, staff, and volunteers will be asked to leave the property if necessary.

Projects will be approved on a case-by-case basis, and SGNC reserves the right to refuse any project and to refuse admittance for photography and/or to change its Photo Policy without advance notice.

The Sugar Grove Foundation is a non-profit, 501(c)3 organization. All proceeds from the permits are used to support the maintenance, programming, and preservation of Sugar Grove Nature Center. Checks should be made payable to Sugar Grove Foundation.

**Fees for non-exclusive permission for photography/videography on Sugar Grove Nature Center grounds and next to the buildings are as follows:**

**Still Photography (i.e., Individual, Family, Senior Class, Engagement, Prom)**

The following fees are for a maximum of one hour. Special request required for longer duration.

- Individuals, Couples, Family of up to 5 = \$25
- Small Groups of 6-25, non-wedding parties = \$50
- Wedding Parties (up to 25) = \$200
- Large Groups (up to 100) = \$250 (limited availability)

**Motion Pictures or Videos (i.e., Feature Films, Movies, Documentary, Short Subject, Advertisement)**

- Fees determined on a case-by-case basis.

*Financial hardship requests may be considered by the Nature Center Director, with the possibility of volunteer time substituted for fee.*

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Photography Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ # of Subjects: \_\_\_\_\_

Intended use of Photo(s): \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Photography Business Name (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Amount Due: \_\_\_\_\_ (make check payable to Sugar Grove Foundation)

By signing this application, you and your client(s) have agreed to follow all Sugar Grove Nature Center photography/videography site use rules and regulations. Furthermore, you agree to compensate for damage, loss or expenses that occur, hold harmless and defend the Sugar Grove Nature Center and Foundation, its officers, agents, employees, and volunteers from any and all claims resulting from injuries, damages and/or losses sustained by yourself or your client as a result of the use of the Sugar Grove Nature Center facility(s) and its adjoining property.

**I have read the policy and agree to be bound by it.**

Today's Date: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

**Submit Application to Sugar Grove Nature Center via email: [info@sugargrovenaturecenter.org](mailto:info@sugargrovenaturecenter.org);  
Fax: 309.874.2432; Mail: 4532 N 725 East Road, McLean, IL 61754**

**If you have questions, please phone the Nature Center 309.874.2174.**

-----Do Not Write Below ----- For Office Use Only-----

Date Received: \_\_\_\_\_

Approved by: \_\_\_\_\_

Amount paid: \_\_\_\_\_

Check Number: \_\_\_\_\_

Rejected: \_\_\_\_\_

Reason: \_\_\_\_\_