



Dayton Art Institute Non-Rental Photography Policy

Photography is encouraged at the Dayton Art Institute! The public can take photos on our grand staircase or grounds any time as long as there is not an event happening and weather permitting. In the event of a rental, Security will place signs indicating closure of specific areas. Inside the building, our guests are permitted to take photos of their visit following the guidelines below for non-staged photos. Staged photography must be scheduled beforehand with Guest Services in coordination with the Events/Rentals and Security Departments. The following policies are written to protect all parties involved and ensure that photography sessions at the DAI are beneficial for both our guests and the museum.

Non-staged Photography

Definition: Photos of guests' visit such as of their favorite works of art or of their party in a non-professional or stylistic manner and for no special occasion other than to remember their time at the museum

Guests are encouraged to take photos cataloging their visit with us, but please note...

- Guests must follow all other museum policies including but not limited to...
 - Leaving all sharp objects including pocketknives and weapons including pepper spray in their vehicle
 - Storing backpacks, large bags, food, and liquids in our free lockers
 - Remaining at least 18 inches away from art at all times
- Use only handheld cameras or phones
 - We do not allow any tripods or lighting equipment in the galleries. Drones are not permitted inside the DAI
- Flash photography is not permitted in the galleries but can be used in the Great Hall, Hale Cloister and Gothic Cloister
- Some works of art are marked with a no photography icon and cannot be photographed
- Guests cannot solicit other guests for photos inside the building
- Guests cannot block any doors, exits, or stairs while taking photos

We encourage our guests to share their photos on social media and tag us using @daytonartinstitute. Our outdoor spaces are also awesome spots for photos!

Staged Photography

Definition: Stylistic photos using the museum as a backdrop. Usually celebrating special occasions such as graduation, prom, engagements, or maternity.

Staged Photography Sessions must be pre-scheduled, preferably two weeks ahead of time, with Guest Services and approved by our Security and Rentals teams. Sessions are subject to our events calendar, staffing, and hours of operation. *Walk-in sessions are subject to the approval of Guest Services and Security and are not guaranteed.* All participants must agree to the following...

- All parties must fill out the photography session request form and receive official approval from the Guest Services Department
 - Once approved, these sessions will be added to the building calendar
- Only handheld cameras and flashes are permitted
 - Any larger equipment (tripods, flash stands, etc.) requires scheduling through the Events/Rentals Department
 - Drones are not permitted inside the DAI
- Staged photography is permitted only in designated areas including the Great Hall, Gothic Cloister, Hale Cloister, and the Balcony but NO GALLERIES
 - Please note some of these areas may be closed off depending on weather conditions or other events – during scheduling, guest services will be clear on which ones are available
- These sessions are scheduled for up to six people for 90 minutes for \$75
 - Larger parties or longer times must be pre-approved and will incur extra fees
- Outfit changes are not encouraged but small parties with only a single change can use the main restrooms if they are courteous to other guests
 - Several outfit changes, makeup or hair require a building rental and must be scheduled through the Events/Rentals Department
- Upon arrival...
 - Parties must check-in at the front desk or through prior arrangement, the Rike Security desk
 - Photographers will receive an approved photographer badge to wear for the duration of their session and to be returned at the end
 - The party will receive our photography map and policies
 - Security will check all equipment
 - Guests must follow all other museum policies including but not limited to...
- All sharp objects including pocketknives and weapons including pepper spray must be left in their vehicle
- Backpacks, large bags, food, and liquids must be stored in our free lockers

- Live flowers are permitted but cannot be contained in dirt/soil, in water, be freshly cut garden flowers, shedding greenery, or be garland or asparagus ferns. Guests cannot scatter petals on the floor
- No glitter is permitted
- During the session, please be courteous to guests and refrain from blocking any entrances, exits, or stairwells. Museum staff reserves the right to ask your party to move to another location
- The DAI staff reserves the right to monitor the photography party in the event of potential harm to artwork, the building or other guests
- **The DAI reserves the right to ask photographers and/or their guests who do not follow these policies to leave and forfeit their session fee**

Please bring this signed form in with you and your party on the day of your scheduled session. We look forward to seeing you!

Name: _____

Signature: _____