

Historic St. Mary's City Video Recording and Photography Guidelines

The following guidelines apply to individuals, organizations, and businesses interested in video recording or taking still photographs at Historic St. Mary's City for purposes other than personal use and/or when any impact on museum operations is anticipated.

- A completed "Request to Video Record/Photograph" form must be submitted at least 30 days in advance to:
HSMC, Director of Education, P.O. Box 39, St. Mary's City, Maryland 20686
Or email: Education@HSMCdighistory.org
Or fax: (240) 895-4968
- The museum will review the request and notify the organization of acceptance or denial of the project. As a rule, projects not related or inappropriate to the historical theme and educational purpose of the museum, those that do not meet museum standards of historical accuracy, promote a commercial product or service, or interfere with normal operations and visitor enjoyment of the museum are not permitted. Projects requiring large or numerous pieces of equipment, electrical hookups, lighting, staging of scenes, or recording of scripted parts cannot be accommodated during the museum operating hours.
- Allow a minimum of two full weeks for review of the request. Additional time may be required for script review.
- The museum education office will serve as liaison for video recording and photography. An orientation meeting with the education office may be required prior to starting any production work.
- Production organizations will be charged a site fee and will be responsible for any expenses connected with the production, such as staff overtime. When the purpose of the video recording or photography has a significant educational or promotional benefit to the museum, as determined by the museum director, the site fee may be reduced or waived. Additional fees will be charged to cover costs for HSMC staff and materials if requested.
- All releases for Historic St. Mary's City employees and/or visitors are the responsibility of the film crew.
- Except for designated parking areas, no vehicles are permitted on museum grounds during operating hours (10 a.m. to 5 p.m.). Service roads may be used for unloading or loading equipment, but vehicles must be parked in visitor parking areas.
- No food or beverages may be consumed in museum exhibit areas (indoor and outdoor) without prior permission.

- Historic St. Mary's City should be identified in the credits. When possible, credits should also include the logo, name, address, web site, and telephone number of the museum:
Historic St. Mary's City: P.O. Box 39, St. Mary's City, MD 20686
www.HSMCDigshistory.org
(240) 895-4960
- A complimentary copy of the finished product is requested for inclusion in the museum archives.
- Historic St. Mary's City is a National Historic Landmark and an important archaeological site. No digging or metal detecting of any kind is sanctioned.
- If permission is granted for video recording/photography, the images may not be used for purposes beyond the contracted project or sold for other uses without the written permission of the museum and the payment (or waiver) of a fee.
- Historic St. Mary's City reserves the right to terminate filming in the event that the film crew fails to abide by the conditions set forth. In such cases the production company forfeits all location fees and other charges due at that point.
- There is a no smoking policy in force at all times on the museum grounds and in the buildings.
- If you have any questions call the Director of Education at (240) 895-4984.