

Photography Policy

Kirk in the Hills Presbyterian Church (“Kirk in the Hills”) is a place of worship; our building and grounds are considered sacred space and include a Columbarium (which is a burial space).

Professional Photography is not allowed on Kirk in the Hills’ property without the express advance written permission of [Erica Ginter](#), our Director of Operations, and must be conducted in accordance with the terms of this Policy. *Please note: Photo shoots are not permitted inside the Sanctuary or in the Columbarium.*

Kirk in the Hills Photography Policy

- The date must be approved in advance and all requests must be received three (3) business days before the photo-shoot.
- For studio-type photography, the names of the photographer and each of the photographer’s clients must be supplied in advance.
- The photographer (whether professional or amateur) must come into the office and meet with Erica Ginter to go over this Policy. At the conclusion of that appointment, the photographer will be given a lanyard to wear during the photo shoot. If the security guard on duty does not see that lanyard being worn, the photographer and each of the photographer’s clients will be asked to leave Kirk in the Hills’ property.
- The lanyard **MUST** be returned at the conclusion of the photo session. If it is not returned, the photographer will lose the privilege of taking photos at Kirk in the Hills in the future.
- Time is limited to one hour or less.
- Posed photos (studio-type) may be taken only on the east side of the exterior of the church. No photos are permitted on the main church steps, the patio at the front of the church, the terrace on the west side of the church, or anywhere in the rear of the church or near the water.
- Studio-type photos are allowed in the permitted area, but only one photographer and one camera are allowed. No other equipment such as additional lighting, props, or anything else, mentioned or not, is permitted. **Absolutely no drones are allowed.**
- Casual photos for personal or family use are allowed with a personal camera or a cell phone. No other equipment such as additional lighting, props, or anything else, mentioned or not, is permitted. **Absolutely no drones are allowed.**
- No wedding photos are allowed on Kirk in the Hills’ property unless the couple is getting married at Kirk in the Hills.
- The photographer releases Kirk in the Hills, and agrees to hold harmless, indemnify, and defend Kirk in the Hills (including its agents, employees, representatives, attorneys, successors, and assigns), from any and all liability for injury or damage including, but not limited to, bodily injury, personal injury, emotional injury, or property damage which may result from the photographer, any of the photographer’s clients, or any person related to or affiliated with the photographer or any of the photographer’s clients using or desiring to use Kirk in the Hills’ property, its entrances and exits, and surrounding areas.
- The photographer releases Kirk in the Hills and agrees to hold harmless, indemnity, and defend Kirk in the Hills as provided in the previous sentence regardless of whether any such injury or damage results

from the fault or negligence of Kirk in the Hills or any of its agents, employees, representatives, attorneys, successors, or assigns.

- The photographer agrees to be responsible for preparing for use and returning to the pre-use condition all areas of Kirk in the Hills' property which the photographer and the photographer's clients uses, including entrances and exits.
- The photographer agrees to treat the property of Kirk in the Hills with dignity and respect and agrees to ensure that each of the photographer's clients treat the property of Kirk in the Hills with dignity and respect. The photographer agrees that neither the photographer nor any of the photographer's clients will interfere with activities of Kirk in the Hills which may be taking place at the same time.
- The fact that Kirk in the Hills may permit its members or persons attending Kirk in the Hills events to take personal pictures without adherence to each of the terms of this Policy does not reduce or change in any way the photographer's responsibility to insure that the photographer and each of the photographer's clients comply with all of the terms of this Policy.
- At any time, and from time to time, without any notice, Kirk in the Hills may amend this Policy and/or impose a fee for the privilege of taking photographs at Kirk in the Hills.
- **Exterior photos only. No access to the building is granted.**

Name of Clients: _____

Name and contact information of Photographer: _____

Date & Time requested for photo session: _____

Signature of the photographer indicates agreement to all of the terms of this Policy.

Signature

Date

Please return completed form to Erica Ginter at eginter@kirkinthehills.org. Permission to use the church is not granted until this form is returned, and you have received notice from Erica Ginter that your request is approved.