

# Permission to Work on Projects in the Galleries

Welcome to the Johnson Museum of Art.

We are delighted that you are interested in doing a project in the Museum. To make your time in the building comfortable and productive, we ask, above all, that you remember that this is a public building, with many visitors of all ages, and a museum with many valuable and delicate works of art in it. Please be very careful of both the art and the people, as well as the furniture, carpet, and other furnishings.

We also ask that you fill out the form on the back. This completed and approved form will be left at the front desk and will allow you to work in the Museum only during the times and dates approved.

## REQUIREMENTS TO KEEP IN MIND

- Please remember that no food or drink, smoking, nudity or inappropriate behavior, is allowed in the Museum.
- The Museum often borrows works of art that are restricted by copyright. Please photograph only those works that belong to the Museum (generally, the ones that are on floors 1,2, and 5). Please ask your museum contact person for guidance on this.
- Also, to preserve the works of art and to avoid interfering with other visitors, please do not use a flash in any part of the Museum. Permission is needed for cameras with tripods.
- You will be responsible for any damage that you cause during your visit.

**The receptionist is required to inspect all bags and equipment before you enter the galleries and before you leave the Museum. Please be cooperative, and allow time for this in your schedule.**

## APPROVAL PROCEDURE

1. Complete the Project Information Form on the reverse page.
2. Give the completed form to the Lobby Receptionist.
3. The Project Information Form will be given to Al Miller, chief of security, to oversee the approval process.
4. You will be notified of approval, and a copy of the form will be kept at the Lobby desk for admittance purposes.

**PLEASE FILL OUT THE PROJECT INFORMATION FORM ON THE NEXT PAGE**

# PROJECT INFORMATION FORM

(Atten: Al Miller, Chief of Security)

Your name: \_\_\_\_\_

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

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

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

Please describe briefly what you plan to do in the Museum:

What floor and gallery of the Museum do you plan to work in?

What specific works of art will you be photographing?

What equipment do you plan to bring in?

Names of other people who will be working with you in the Museum:

\_\_\_\_\_  
\_\_\_\_\_

Course Name: \_\_\_\_\_

Professor(s): \_\_\_\_\_

Date and time you will be working in the Museum: \_\_\_\_\_

\_\_\_\_\_

Contact on the Museum staff: \_\_\_\_\_

*I have read the requirements of the Museum on the reverse side and will comply with them while working in the Museum. If my project changes in any way, I understand I need to get approval for these changes before proceeding with my project.*

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

**Approved by:**

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

**Al Miller, Security**

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

**Curator or Registrar**

*Copies sent to: Front desk, Security Captain, Curator, Registrar*

*Individual notified: (date) \_\_\_\_\_*