

**GUIDELINES FOR FILMING AND PHOTOGRAPHY
AT THE NATIONAL OFFICE OF THE PHI BETA KAPPA SOCIETY**

1606 NEW HAMPSHIRE AVE., NW
WASHINGTON, D.C. 20009

1. All requests for filming, photography, or video productions at the national office of the Phi Beta Kappa Society, located at 1606 New Hampshire Ave., NW, in Washington, D.C., (including news gathering video) must be directed to Phi Beta Kappa's Director of Public Relations.
2. The Phi Beta Kappa Society (ΦBK) reserves the right to review the entire shooting script for productions to be filmed in whole or part at its national office and be aware of the film and/or television industry rating the project expects to receive. **ΦBK reserves the right to deny permission for any production for any reason.** If for any reason the standard industry code for film and/or television is changed after the production is completed, ΦBK reserves the right to rescind permission to use scenes shot at ΦBK. Unacceptable ratings are NC-17 and X. Other ratings may be considered unacceptable, depending on content.
3. Any production company or independent entity photographing or filming at the ΦBK national office must, in advance of production, provide ΦBK with a valid liability insurance policy with a limit not less than \$1,000,000, and to list ΦBK as additional insured while on site at the ΦBK national office.
4. Any production company or independent entity photographing or filming at the ΦBK national office must, in advance of production, agree to restore, clean, and repair ΦBK facilities and grounds to original condition after use, or to pay for such restoration, cleaning, and repairs.
5. Any production company or independent entity photographing or filming agrees not to use any ΦBK logos, signage or other identifying marks unless specific permission is granted in writing by ΦBK's Director of Public Relations.
6. In advance of production, any production company or independent entity photographing or filming at the ΦBK national office will provide ΦBK with a specific plan for the production, including dates, times, locations, number of crew, size and number of trucks, parking needs, power needs, and facilities needs. ΦBK reserves the right to withhold permission to film in certain areas of the national office or grounds if production will disturb the ongoing work or social activities of the ΦBK staff and/or community.
7. Any production company or independent entity photographing or filming at the ΦBK national office must include written acknowledgement of "The Phi Beta Kappa Society" in the credits for the film/photographs produced.

I agree to abide by the rules and regulations outlined above:

Name (Print), Signature

Title, Name of Company

Address

Phone

E-mail

Return the signed agreement with all required documents to:

Director of Public Relations
The Phi Beta Kappa Society
1606 New Hampshire Ave., NW
Washington, D.C. 20009

Fax: (202) 986-1601

Phone: (202) 745-3239

E-mail: *kgerald@pbk.org*