

**Immanuel Bible Foundation**  
**1301 South Fell Avenue**  
**Normal, Illinois 61761**

**PHOTOGRAPHY CONTRACT**

Immanuel Bible Foundation is a non-denominational Christian resource center dedicated to serving the local Christian community.

Immanuel Bible Foundation/Broadview Mansion is a Historic Home. While this list may seem lengthy, please understand that it has been written in order to protect the facility so that future generations may continue to enjoy the beauty of the house and grounds. Every attempt shall be made to accommodate the needs of the users of IBF/Broadview Mansion; however just as individual Christians must be faithful stewards of their time, money, and talents, the staff must be faithful stewards of its buildings in service to God and His people. Therefore, our building will be made available for use by related and non-related groups and organizations, subject to certain conditions as set forth below.

**SCHEDULING**

Facility hours:

6:30 a.m. – 9:00 p.m. Mon-Fri

8am-4pm Saturdays, by appointment only

Sundays we are open on a limited basis, at the discretion of the Executive Director.

Use of the facility and grounds is by appointment only.

Unauthorized use is strictly prohibited.

**APPOINTMENTS**

Appointments must be made no less than two weeks in advance and must be cleared by the Executive Director prior to verification.

**FEES**

The charges for facility usage in regards to photographic and video usage in or around the grounds are \$200.00 and up to 3 hours are included in the fee. A deposit of \$50.00 is due at booking (applied to final total) and the remainder due the day of the session.

Cancellations must be made 2 weeks prior to your session for your deposit to be refunded

**GUIDELINES**

- No pornographic, lewd, suggestive, or inappropriate photos may be taken on the premises. IBF reserves the right to stop or inhibit any photo shoot that they deem to be any of the above with no refund of any monies collected for use of the facility. Violators will be expelled from the grounds with no future admittance. A report of the incident will be given to local authorities and all film or digital images must be destroyed under the scrutiny of an IBF staff member prior to leaving the facility.
- Photographers must sign and agree to our “Photography Contract” before any pictures may be taken and must specify how long they will be on the grounds or in the building. Failure to sign means no pictures; no exceptions.
- Photos depicting the interior of the facility may be taken only with IBF approval.
- The photographer shall be responsible for the actions of any and all subjects to be photographed while on the premises. Regarding parking there are limits as to the number of subjects who may be on the grounds at one time. Please let us know how many subjects will be here at the time you make your request.
- Any and all photographs or likenesses of IBF used for local or national advertising campaigns must be cleared by IBF prior to publication and have “Immanuel Bible Foundation 1301 S. Fell Ave., Normal, IL” on the photo (in print) at the time of publication
- Any approved props or other items needed for photography must be set up and taken down by the photographer. The photographer is responsible for making sure that the facility is left in the same manner it was found and shall be liable for any damages to the home or grounds sustained as a direct result of the shoot.

2006 FACILITY USAGE AGREEMENT

Name of Organization: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Purpose of Organization: \_\_\_\_\_

Date(s) of Facility Usage: \_\_\_\_\_ Times of Facility Usage: \_\_\_\_\_ to \_\_\_\_\_

Purpose of using facility (Photography, Bible Study, Retreat, Wedding, etc): \_\_\_\_\_

If taking pictures at Immanuel Bible, please list all props being brought:

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

Number of persons expected at event: \_\_\_\_\_

Room(s) you will be using (circle all that apply):

Basement Level:    Large Basement Room    Kitchen

Main Level:    Sun Porch    Formal Dining Room    Formal Living Room    Kitchen

Second Level:    Small Conference Room    Bedrooms (for changing only)

Food/Refreshment Plans (if any): \_\_\_\_\_

Please list any special requests or equipment you will need below:

Chairs (#): \_\_\_\_\_ Seating arrangement: \_\_\_\_\_

Tables (#): \_\_\_\_\_ Table arrangement: \_\_\_\_\_

Equipment Needed: \_\_\_\_\_

Other: \_\_\_\_\_

Agreement

Immanuel Bible Foundation is a serene setting conducive to quiet inspiration and personal reflection. Realizing this fact and recognizing that other groups may be utilizing the facility at the same time, we will endeavor to conduct our group responsibly and respectfully. I understand that we are responsible for any damage that may result from our group's usage of the property and facilities. I acknowledge that we have read and agree to follow these established facility guidelines.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Drivers License #*