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*Application for Commercial Photography Permit*

**MSU Tollgate Education Center Application for Commercial Photography Permit / Terms and Conditions, Use and Restrictions**

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MSU Tollgate Education Center welcomes Commercial Photographers to use MSU Tollgate as their outdoor studio for photo and video shoots with clients. Commercial Photographers must obtain a Commercial Photography Permit to take any photographs on the grounds of MSU Tollgate. A "Commercial Photographer" is defined herein as a person or company that directly or indirectly charges a fee for their photography services, sells their images in anyway, or uses images of MSU Tollgate to sell any product or service. "Photography" includes film and digital formats with still or motion imagery. Photography instructors associated with for-profit organizations or companies are considered Commercial Photographers.

**Commercial Photography Permit Application Package**

- Signed copy of this Commercial Photography Permit Application (6 pages)
- Initialed copy of MSU Tollgate, Tollgate Photography Policy (attached, 2 pages)
- Cash, Check or Credit Card for required fee(s); make check payable to Michigan State University
- Web credit card MSU CashNet Service at [https://commerce.cashnet.com/msu\\_3568](https://commerce.cashnet.com/msu_3568)
- Commercial general liability insurance, which includes bodily injury, personal injury and property damage coverage, as well as an endorsement naming the MSU Tollgate Educational Center and the City of Novi as additional insureds must be maintained in full force during the Permit period. A certificate of insurance and the endorsement must be provided at time of application.

You may submit the Application Package in person at MSU Tollgate office in Novi, during regular business hours, or mail to:  
MSU Tollgate Education Center • 28115 Meadowbrook Road, Novi, MI 48377

*Please write on envelope: "Attention – Commercial Photography Application"*

Questions? Call or email: (248) 347-3860 x 200 / [craigka4@msu.edu](mailto:craigka4@msu.edu)

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**Commercial Photography Permit Fees**

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|----------------|--|
| One Day Permit | For one named photographer \$125   |
| Annual Permit  | \$500 for up to two named photographers (same company)<br>\$400 for one additional named photographer (same company)<br>Only one photographer may be using the Permit at any given time.                 |
| Discounts      | 1) Returning photographers receive \$100 early renewal discount if Annual Permit application received by January 31st<br>2) Annual Permit fee discounted \$250 if application received after August 31st |

**Annual Permit Benefits:** Commercial Photographers with a full year Annual Permit reap the exclusive benefit of using the MSU Tollgate venue multiple times throughout the year.

Permit fees must be included with the Permit Application and must be submitted at least 7 days prior to the first Permit use.  
Annual Permit is for the calendar year period January 1st through December 31st.

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**Commercial Photographer Permit Badge**

Upon approval of a complete Permit Application Package, photographers will be mailed a MSU Tollgate Commercial Photographer Permit Badge ("Permit Badge")

**One Day Permit:** An embossed Permit Badge, with the approved photographer's name.

**Annual Permit:** A laminated and embossed Permit Badge, with approved photographer(s) name and photo.

**Permit Badge Use and Restrictions**

- 1) The Permit Badge must be worn and visible whenever the photographer is on MSU Tollgate grounds. MSU Tollgate provides a lanyard with Annual Permit badge. Copies of any Permit Badges are not permitted.
- 2) The Permit Badge is for the sole use of the photographer named on the Badge. Designated MSU Tollgate representatives may ask for photo identification to verify they are the photographer named on the Badge. Photographers who cannot verify their identity will be asked to leave the MSU Tollgate grounds.
- 3) There is a \$50 replacement fee for any lost Permit Badge.

**Rules of Commercial Photography Etiquette in MSU Tollgate**

- Do not climb on walls, rocks, trees or bushes. Stay on the pathways and mowed lawn areas.
- Do not pick flowers or walk in garden beds. Plants get trampled and soil is compacted.
- Do not climb on balconies, sit on porch railings or window sills, or otherwise disrespect and endanger the buildings. Sitting and standing on porches or steps is permitted.
- Do not move or rearrange signs, benches or any other objects or furniture.
- Do not wade or swim in the pond located within MSU Tollgate.
- Do not set up tables, signs or other equipment to solicit business.
- Do not use a candle or any type of open flame on MSU Tollgate grounds.
- Do not disrupt or direct the activities of MSU Tollgate guests or staff.
- Alcohol is not permitted on the MSU Tollgate grounds.
- Commercial Photographers may not use MSU Tollgate grounds after dusk, when MSU Tollgate is closed to the public.
- Commercial Photographers may not use MSU Tollgate grounds during a special event.
- Permitted commercial photographers will be sent, via email, a calendar listing all special events.
- All motor vehicles must remain in the MSU Tollgate parking lot. Driving on lawns or the dirt lane is not permitted.
- Do not litter. Carry out all your trash, or dispose in trash cans.
- Photographs are not allowed inside any MSU Tollgate building.
- A Commercial Photographer is responsible for their property (e.g. photography equipment). MSU Tollgate assumes no liability for loss, theft or damage to said property, or any property belonging to their clients.
- A Commercial Photographer is responsible for the cost of any damage to MSU Tollgate property caused by the photographer or their clients.

**These Rules Are Not Complicated Or Onerous. Use Common Sense And Enjoy Your Visit.**

Violation of these Rules of Photography Etiquette, Permit's terms and conditions, use and restrictions, or other provisions in the MSU Tollgate Education Center Photography Policy (attached) will result in the Commercial Photographer and their client(s) being asked to leave the MSU Tollgate grounds. Novi Police will be called for assistance and enforcement, if needed.

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**Commercial Photography Permit Applicant(s)**

PLEASE **CIRCLE** PERMIT TYPE

**One Day Permit FEE**

\$125 *For one named photographer, non-member*

**Annual Permit # of Photographers: FEE**

\$500 *For up to two named photographers* \$400 *For one additional named photographer*

*Note: For photographers employed by same company.*

*Only one photographer may be using the Permit at any given time.*

*Each named photographer must submit a passport-size photo.*

**Applicable Discounts for this Application** (check, if applicable)

- Early Renewal Discount** Returning photographers receive a \$100 discount if Annual Permit application received by January 31<sup>st</sup>
- Late Season Discount** Annual Permit fee discounted \$250 if application received after August 31<sup>st</sup>

**REQUIRED APPLICANT INFORMATION**

**Company Name** \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Street Address \_\_\_\_\_

City, State and Zip Code \_\_\_\_\_

**Photographer's Name** *For Permit Badge* \_\_\_\_\_

Cell Phone \_\_\_\_\_

Email \_\_\_\_\_

Mailing Address (if different than above) \_\_\_\_\_

I, the undersigned, applicant for a MSU Tollgate Commercial Photography Permit, have read all of the Permit's terms, conditions, uses and restrictions as described herein and in the related Photography Policy.

I agree to strictly adhere to all of these terms, conditions, and restrictions.

I understand that if I violate any of these terms, conditions, or restrictions, the MSU Tollgate Education Center may revoke my MSU Tollgate Commercial Photography Permit, without any refund of fees paid. The Permit Badge is the property of the MSU Tollgate and must be returned if your Permit is revoked.

I swear that the insurance policy that I have provided is true, accurate, and will remain in effect for the full period covered by my Permit.

I am not an employee of Michigan State University, and am not eligible for any benefits from those entities.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Photographer's Signature Date

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Check box to indicate this page is Not Applicable (single photographer Permit application)

**COMPANY NAME** \_\_\_\_\_

**ANNUAL PERMIT – MULTIPLE DESIGNATED PHOTOGRAPHERS**

For 2<sup>nd</sup> and 3<sup>rd</sup> designated photographers, as needed

**#2 Photographer's Name** *For Permit Badge* \_\_\_\_\_

Cell Phone \_\_\_\_\_

Email \_\_\_\_\_

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I swear that the insurance policy that I have provided is true, accurate, and will remain in effect for the full period covered by my Permit.

I am not an employee of Michigan State University, and am not eligible for any benefits from those entities.

\_\_\_\_\_  
2<sup>nd</sup> Photographer's Signature

\_\_\_\_\_  
Date

**#3 Photographer's Name** *For Permit Badge* \_\_\_\_\_

Cell Phone \_\_\_\_\_

Email \_\_\_\_\_

I, the undersigned applicant for a MSU Tollgate Commercial Photography Permit, have read all of the Permit's terms, conditions, uses and restrictions as described herein and in the related Photography Policy.

I agree to strictly adhere to all of these terms, conditions, and restrictions.

I understand that if I violate any of these terms, conditions, or restrictions, the MSU Tollgate Education Center may revoke my MSU Tollgate Commercial Photography Permit, without any refund of fees paid. The Permit Badge is the property of the MSU Tollgate and must be returned if your Permit is revoked.

I swear that the insurance policy that I have provided is true, accurate, and will remain in effect for the full period covered by my Permit.

I am not an employee of Michigan State University, and am not eligible for any benefits from those entities.

\_\_\_\_\_  
3<sup>rd</sup> Photographer's Signature

\_\_\_\_\_  
Date

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To the fullest extent permitted by law, the \_\_\_\_\_  
assumes all risks and agrees to defend, pay on behalf of, indemnify and hold harmless, Michigan State University, including all of its elected and appointed officials, all employees and volunteers, all boards and any others working on behalf of Michigan State University, against any and all claims, demands, suits, or loss, including all costs connected therewith, including but not limited to attorney fees, and for any damages which may be asserted, claimed, or recovered against or from Michigan State University, and any of its elected and appointed officials, all employees and volunteers, all boards, and/or authorities and their board members, employees, and volunteers and others working on behalf of Michigan State University, by reason of personal injury, including bodily injury or death, and/or property damage, including loss of use thereof, which arise out of or are in any way connected with or which are alleged to arise out of or alleged to be in any way connected  
with the \_\_\_\_\_ event, to be held on \_\_\_\_\_  
including, but not limited to, any negligence or alleged negligence on the part of Michigan State University.

Signature of person authorized to execute this agreement:

Print Name: \_\_\_\_\_

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

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**Commercial Photographer Permit Badge(s)**

Permit Badge # \_\_\_\_\_ Permit Type (circle one) One-Day Specify date \_\_\_\_\_  
Annual Late-Season Annual

Named Photographer: \_\_\_\_\_

Issued By: \_\_\_\_\_ Date: \_\_\_\_\_

2<sup>nd</sup> Permit Badge # \_\_\_\_\_ Permit Type (circle one) Annual Late Season

Named Photographer: \_\_\_\_\_

Issued By: \_\_\_\_\_ Date: \_\_\_\_\_

3<sup>rd</sup> Permit Badge # \_\_\_\_\_ Permit Type (circle one) Annual Late Season

Named Photographer: \_\_\_\_\_

Issued By: \_\_\_\_\_ Date: \_\_\_\_\_

**For Office Use Only**

Total Fee Due \$ \_\_\_\_\_

Amount Paid \$ \_\_\_\_\_ Date Paid \_\_\_\_\_

Certificate and endorsement of insurance policy received? (circle) Yes No

Signed copy of "Agreement to Assume All Risks, Indemnify and Hold Harmless" received? (circle) Yes No

Passport-size photos received? (circle) Yes No

Payment Method (circle)

Cash

Check # \_\_\_\_\_

Photography Permit Approved By \_\_\_\_\_

Date Approved \_\_\_\_\_

NOTES

**PLEASE ATTACH PHOTOGRAPHER'S BUSINESS CARD, IF PROVIDED/AVAILABLE**

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MSU Tollgate Education Center

**Photography Policy**

Michigan State University is a 501(c)3 Educational Institution that operates MSU Tollgate. The Tollgate grounds are popular for education and photography. We want each guest experience to be memorable.

Photography -- which encompasses film and digital, still and motion imagery -- may be taken in public areas for personal use. Personal use means that the images will not be sold or used for any commercial purpose. Personal photographs or videos may be shared with friends, family, and social media web sites. Students must be prepared to show Student Identification. Non-profit photography classes, clubs or groups of three or more amateur photographers are required to call ahead so that we can put you on the schedule and let you know of any MSU Tollgate events that may limit your activities.

Commercial photographers like to use MSU Tollgate as their outdoor studio for photo and video shoots with clients. Photography for commercial use requires a Commercial Photography Permit. A commercial photographer is defined as a person, organization or company that directly or indirectly charges a fee for their photography services, sells their images in any way, or uses images of MSU Tollgate to sell any product or service. Photography instructors associated with for-profit organizations or companies are considered commercial photographers, and must follow all policies applicable to commercial photographers.

Please refer to the Commercial Photography Permit Application for additional information on the Permit's fees and related terms and conditions.

News media commercial photographers who prominently display news media ID will be allowed to take photographs during regular business hours as long as they do not interfere with MSU Tollgate guests. News media photographers are required to provide notification in advance of their planned visit.

Photographer's Initial's \_\_\_\_\_



Guests taking personal or commercial photographs may visit the MSU Tollgate from dawn to dusk when the grounds are open to the public, with the exception that Commercial photographers may not use MSU Tollgate grounds on Sundays, or when the MSU Tollgate is being used for special events.

Photographers taking images for personal use may use tripods on MSU Tollgate grounds. Additional equipment, such as lights, ladders, and props, are prohibited without prior written permission from the MSU Tollgate Education Center. Without said permission, the photographer will be deemed a commercial photographer and asked to leave the grounds until a Commercial Photography Permit is acquired. This includes students doing work on class assignments, amateur photography clubs, and other photography students or hobbyists. All photographers must be courteous and use good judgment while photographing. For the safety and enjoyment of MSU Tollgate, the following Rules of Photography Etiquette apply to all photographic activities on MSU Tollgate grounds. These rules are as much for your safety as it is for the safety, longevity, and conservation of the buildings and grounds of MSU Tollgate. This is a historical site and its historical value must be protected. The MSU Tollgate Education Center reserves the right to refuse permission or terminate a photography shoot, for personal or commercial use, at any time if a Tollgate representative deems a photographer's behavior is not in the best interest of other guests or the MSU Tollgate Education Center.

Questions?

Call or email 248.347.3860 x 200 / craigka4@msu.edu

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Photographer's Initial's \_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_

**Rules of Photography Etiquette at Michigan State University Tollgate Education Center**

- Do not climb on walls, rocks, trees or bushes. Stay on the pathways and mowed lawn areas.
- Do not pick flowers or walk in garden beds. Plants get trampled and soil is compacted.
- Do not climb on balconies, sit on porch railings or window sills, or otherwise disrespect and endanger the buildings. Sitting and standing on porches or steps is permitted.
- Do not move or rearrange signs, benches or any other objects or furniture.
- Do not wade or swim in the pond located within MSU Tollgate.
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- Permitted commercial photographers will be sent, via email, a calendar listing all special events.
- All motor vehicles must remain in the MSU Tollgate parking lot. Driving on lawns or the dirt lane is not permitted.
- Do not litter. Carry out all your trash, or dispose in trash cans.
- Photographs are not allowed inside any MSU Tollgate building.
- A Commercial Photographer is responsible for their property (e.g. photography equipment). MSU Tollgate assumes no liability for loss, theft or damage to said property, or any property belonging to their clients.
- A Commercial Photographer is responsible for the cost of any damage to MSU Tollgate property caused by the photographer or their clients.
- Do not take any photographs, still or moving images, inside any building.

**These Rules Are Not Complicated Or Onerous. Use Common Sense And Enjoy Your Visit.**

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