



Department of Forestry
MICHIGAN STATE UNIVERSITY
W.K. Kellogg Experimental Forest

Application for Commercial Photography Permit

Michigan State University is a 501(c) 3 Educational Institution that operates MSU W.K. Kellogg Experimental Forest. The priority of Kellogg Forest is research, outreach, and education. The property is privately owned by MSU, but open to the public during posted hours to increase recreational opportunities for the surrounding community.

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 events that may limit your activities.

MSU W.K. Kellogg Experimental Forest welcomes Commercial Photographers to use the forest 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 Kellogg Forest. A “**Commercial Photographer**” is defined herein 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 Kellogg Forest 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.

Please refer to the Commercial Photography Permit Application for additional information regarding Permit 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 operations or visitors. News media photographers are required to provide notification in advance of their planned visit.



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Commercial Photography Permit Application Package

- Initialed copy of Kellogg Forest Photography Policy (attached, 1 page)
- Signed copy of Commercial Photography Permit Application (up to 3 pages)
- Cash or Check for required fee(s); make check payable to Michigan State University

You may submit the Application Package in person at MSU Kellogg Forest office in Augusta, during regular business hours, or mail to: **MSU W.K. Kellogg Experimental Forest • 7060 N 42nd Street, Augusta, MI 49012**

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

Questions? Call or email: (269) 731-4597 or for.kelloggforest@msu.edu

Commercial Photography Permit Fees

- One Day Permit: For one named photographer \$50
- Annual Permit: \$150 for up to two named photographers (same company)
\$100 for one additional named photographer (same company)
Only one photographer may be using the Permit at any given time.

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.

Commercial Photographer Permit Badge

Upon approval of a complete Permit Application Package, photographers will be mailed a MSU Kellogg Forest Commercial Photographer Permit Badge.

- One Day Permit:** A Permit Badge, with the approved photographer's name.
Annual Permit: A laminated Permit Badge, with approved photographer(s) name.

Permit Badge Use and Restrictions

- 1) The Permit Badge must be worn and visible whenever the photographer is on MSU Kellogg Forest grounds. 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 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 Kellogg Forest.
- 3) There is a \$50 replacement fee for any lost Permit Badge.



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Commercial Photography Etiquette Policy

Initials

Date

- Do not pick flowers or walk in garden beds. Plants get trampled and soil is compacted.
- Stay out of employee only areas.
- Do not climb, sit, or stand on wood piles.
- Do not decorate or install any hardware or props on facilities, covered bridge, pavilion, etc. that would otherwise permanently alter appearance or integrity.
- Do not trim or cut vegetation.
- Dogs and other pets must be kept on a leash at all times.
- Do not enter private residence area.
- Do not set up tables, signs or other equipment to solicit business.
- Do not use a candle or any type of open flame.
- Do not disrupt or direct the activities of guests or staff.
- Alcohol is not permitted.
- Commercial Photographers may use Kellogg Forest only during hours open to the public.
- All motor vehicles must remain in the MSU parking lot or designated areas authorized for vehicle traffic.
- Do not litter. Carry out all your trash, or dispose in trash cans.
- Photographs are not allowed inside any MSU buildings.
- A Commercial Photographer is responsible for their property (e.g. photography equipment). MSU 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 property caused by the photographer or their clients.

Violation of these Rules of Photography Etiquette, Permit's terms and conditions, use and restrictions, or other provisions in the Photography Policy will result in the Commercial Photographer and their client(s) being asked to leave Kellogg Forest. The Kalamazoo County Sherriff Department will be called for assistance and enforcement, if needed.



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PLEASE **CIRCLE** PERMIT TYPE

One Day Permit: FEE

\$50 for one named photographer, non-member

Annual Permit: FEE

\$150 for up to two named photographers \$100 for one additional named photographer

REQUIRED APPLICANT INFORMATION

Company Name _____

Phone _____

Email _____

Street Address _____

City, State and Zip Code _____

Photographer Name for Permit Badge _____

Cell Phone _____

Email _____

Mailing Address (if different than above) _____

I, _____, the undersigned, applicant for a Kellogg Forest Archery Hunting Permit, assume all risks and agree to defend, indemnify and hold harmless Michigan State University and its trustees, employees, agents and volunteers, against any and all claims, demands, suits, or loss, including all costs connected therewith, including but not limited to attorney fees, which arise out of or are in any way connected with my use of Kellogg Forest. I have read all of the Permit's terms, conditions, uses and restrictions as described herein and in the related 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, Kellogg Forest may revoke my Archery Hunting Permit, without any refund of fees paid, and may refuse to issue a Permit to me in the future. The Permit is the property of the Kellogg Forest and must be returned if your Permit is revoked.

 Kellogg Forest Manager

 Date

 Photographer's Signature

 Date

 Director of Land Management

 Date

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

ANNUAL PERMIT – MULTIPLE DESIGNATED PHOTOGRAPHERS

For 2nd and 3rd designated photographers, as needed

2nd Photographer Name for Permit Badge _____

Cell Phone _____

Email _____

Mailing Address (if different than above) _____

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Kellogg Forest Manager

Date

Photographer's Signature

Date

Director of Land Management

Date

3rd Photographer Name for Permit Badge _____

Cell Phone _____

Email _____

Mailing Address (if different than above) _____

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Kellogg Forest Manager

Date

Photographer's Signature

Date

Director of Land Management

Date



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For Office Use Only

Commercial Photographer Permit Badge(s)

Permit Badge # _____ Permit Type (circle one) One-Day: date _____
Annual

Named Photographer: _____

Issued By: _____ Date: _____

2nd Permit Badge # _____ Permit Type (circle one) ANNUAL ONLY

Named Photographer: _____

Issued By: _____ Date: _____

3rd Permit Badge # _____ Permit Type (circle one) ANNUAL ONLY

Named Photographer: _____

Issued By: _____ Date: _____

Total Due \$ _____

Amount Paid \$ _____ Date Paid _____

Signed copy of "Agreement to Assume All Risks, Indemnify and Hold Harmless" 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