

U.S. National Arboretum



3501 New York Avenue, NE, Washington, DC 20002

Phone: (202) 245-4523 www.usna.usda.gov

Photography at the U.S. National Arboretum

Policies, Permit, and Fee Table

The mission of the U.S. National Arboretum (USNA) is to conduct research, provide education, and conserve and display trees, shrubs, flowers, and other plants to enhance the environment. In accordance with these objectives, the USNA grounds are open to the public. All visitors are subject to the USNA rules and regulations.

It is the policy of the USNA to permit and encourage photography within the USNA to the fullest extent possible consistent with the protection of its gardens and plant collections and the enjoyment of visitors.

Photographic exercises may not disrupt the flow of vehicles and pedestrians on the grounds of the USNA.

Permits are required for all photography and videography shoots. For frequently asked questions, [click here](#).

Noncommercial Photography

Are you taking pictures of the just the National Arboretum's grounds? We welcome you to take photos of our garden and plant collections. A permit is not required.

Any photography that includes more than the natural and cultural resources of the grounds and includes, subjects, models and/or props requires a permit and fees apply.

Special Occasion and Family Portraits

Are you looking for an ideal and picturesque location to shoot a special moment in your life ... a proposal/engagement, wedding, maternity or milestone birthday? Do you want a beautiful and natural backdrop for your family portrait? Our gardens and plant collections are a perfect place for you to do so.

Commercial and Promotional Photography and Videography

Photographers for promotional or commercial photo and video shoots (for inclusion in a book, magazine, catalog, model portfolio, TV commercial, social media, motion picture, etc.) are welcome to request a permit for their work or project.

Live and taped interviews, movies, news reports and more have all been filmed at the National Arboretum.

The National Arboretum cannot endorse or be made to appear to endorse a product or political view.

Photography and Videography Policies and Instructions

PERMIT SCHEDULE: Photography permits are issued for Tuesday, Thursdays and Sundays between 8:00am and 4:30pm.

PAYMENT: Payments are processed via credit card. Payments must be received before the permit is issued.

PROPS: Balloons, burning candles, spreading of flower parts and the placing of large furniture are not permitted. Costumes and other small props are permitted within reason if they are not harmful or damaging to the natural resources of the National Arboretum. Props must be approved in advance of your session. Please provide full detail on what you would like to bring in your application.

DRONES: Drones are not permitted. "The National Capitol Region is governed by a Special Flight Rules Area within a 30 - mile radius of Ronald Reagan Washington National Airport which restricts all flights in the greater DC area" (FAA website).

DAMAGES: Care must be given to ensure plant materials, grounds, or facilities are not damaged in any way. Full restitution for damage to plants, grounds, or facilities is required. The USNA is not responsible for lost or damaged personal property. Please do not leave valuables in your car.

PLANT MATERIAL: Digging or planting of any plant material on the grounds is strictly prohibited. Absolutely NO cutting of any arboretum plant material is permitted. Nothing is to be trimmed for any reason whatsoever.

Equipment may not be set up within garden beds without USNA approval.

Plant tags are not to be removed for any reason.

REFUSE: The Photographer/Videographer is responsible for removing any refuse generated.

CANCELLATIONS: At his sole discretion, the Director of the USNA reserves the right to cancel any reservation. In such cases, all fees for the canceled day will be fully refunded.

PARKING: Parking is allowed only in designated areas. All roads must always be kept open for vehicle traffic. Park only on paved roads as far to the right edge of the road as possible, but not on the grass. Trailers with steps must park so that the steps face away from the roadway. All vehicles and equipment must be kept off the lawn and planted areas.

VISITORS: Visitors to the grounds may not be prevented from viewing an area being used for photography/videography. They may be asked, politely, not to approach during filming, but once the shot has been completed, the visitors may proceed. No public area may be closed to visitor access.

DRESSING ROOMS: Changing rooms are not available. Limited restroom facilities are available but are not designed to handle changing activities. Use by the public of these facilities may not be restricted.

NUDITY: Under no circumstances will nudity or scantily clad persons be permitted on the grounds of the arboretum. Articles of clothing which are indecent may not be worn by an employee of the production company.

ALCOHOL: Alcoholic beverages are not allowed on the grounds and observation of the presence of such by permittee's cast or crew will result in cancellation of the shoot without any refund of fees.

PHOTO CREDIT: Proper photo credit must be awarded to the USNA.

NON-COMPLIANCE: Cancellation of the filming and denial of future filming privileges may result if the terms and conditions stated herein are not fully adhered to.

Application for Photography/Videography Permit

U.S. National Arboretum

Applicant Name: _____ Date: _____

Contact Name: (person paying for permit if different from above):

Name of Company/Organization: _____

Address: _____

Phone No. _____

Please provide the name and phone number for photographer of videographer

Date requested for photography/videography services: _____

Rain Date: _____

Entry time: _____ Exit time: _____

Number of people working on the project: _____ in _____ vehicles

Identify the locations for your session (You may select up to 2).

Itemize equipment to be used (type of camera, size, sound equipment, lights, screens, etc.).

Provide detailed description of the project (what you are proposing to photograph or film, the purpose of the project, the audience of the project, the number of cast and crew, etc. Be as specific and detailed as possible). Attach additional pages if required.

Describe the way the images or pictures will be used. Identify where they are to be aired or published.

Security of equipment is provided by the permittee.

All U.S. National Arboretum regulations must be obeyed. Falsification of any of the above information will result in immediate cancellation of permission to photograph with no refund. Permission is granted for the date and time indicated only and is not transferable. Locations other than those approved may not be used.

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0518-0024. The time required to complete this information collection is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

I understand and agree to the conditions above and have not falsified any information about this project.

Signature: _____

Date: _____

FOR OFFICIAL USE ONLY

Approved / Denied Approving Official _____ Date: _____

Reason for Denial: _____

Notification: Director, Security, Facilities Manager, Events Coordinator, Scheduling Coordinator, Front Desk, Aker, Curator _____

FEE TABLE

There is a \$30 non-refundable administrative fee that will be added to the total cost for the session

<u>Session Time</u>	<u>Cost</u>	<u>Total Session Fee</u>
One hour	\$75.00	\$105.00
Two to Three hours	\$125.00	\$155.00
Four hours	\$250.00	\$280.00
Eight hours	\$500.00	\$530.00

Fees are paid by credit card only and must be paid at least one week prior to date requested. For more information, please contact:

Markita M. Brooks
(202) 245-4565
Markita.Brooks@usda.gov