**佛光山佛陀紀念館「非商業性質」攝錄影申請單**

**Fo Guang Shan Buddha Museum**

**Photograph/Video Application Form for Non-Profit Use**

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| Date | YYYY/MM/DD | Time period | □AM 09:00~11:30  □PM 13:30~18:00 | No. of People |  |
| Organization |  | Contact Name |  | Contact No. |  |
| Address |  | | | | |
| Recording/  Interview | □No Interview □Interview  Content of Interview: | | | | |
| Equipment | □Camera □ Video Recorder □ Other | | | | |
| Type | □ Travel Program □ Magazine □ News Report □ Governmental Use □ Wedding Photos | | | | |
| Area | □Exterior Grounds □Shrines □ Permanent Exhibitions □ Art Galleries | | | | |
| 攝錄影遵守事項 Rules | | | | | |
| |  | | --- | | I/We would like to apply for the right to photograph/record within the Buddha Museum, and I/we agree to the rules as set below:  1) During off days, the Buddha Museum will not be opened so no photographs/recordings will be allowed. A proposal will be provided at least 7 days before the day of visit. The Buddha Museum will need 3 working days to assess the proposal. There is a maximum of 5 people allowed. It is advisable to call first before the application form is sent so the activity may first be approved.  T: 07-6563033 ext.4197 E: bmcmail@ecp.fgs.org.tw  2) After the application form as been accepted, the Applicants should enter the museum grounds at the stipulated date and time. If there is a change of date/time, please re-apply. Due to unforeseen circumstances such as the weather or an accident, the date may be pushed back after confirmation.  3) On the day, please report at the Front Hall Reception and wait for confirmation by the News and  Editorial Department. Please make sure to provide ID in exchange for a media pass and exchange it back upon leaving. (Note: One media pass per ID card)  4) Please keep to the rules when photographing/recording within the Museum grounds. If the area has not been confirmed, please wait for confirmation by Museum staff before commencement. No drones are allowed.  5) Please turn off flash while recording inside the Main Hall. The Museum will not provide electricity or clearing the grounds of visitors. Please do not set up equipment on the grass area.  6) Please do not interview visitors or Museum staff unless the Museum has prior knowledge. Please do not interfere with visitor’s rights, or their right of publicity. Please do not block any roads/paths/entrances and interfere with any activities that may be carrying on during the time.  7) Please clean up afterwards and wait for confirmation by the News and Editorial Department before leaving.  8) Please be aware that compensation is required should any facilities be damaged during the photography/recording upon confirmation by the Museum staff.  9) After the recording has been completed, please provide the Museum a copy for record keeping and public use.  10) To safeguard public safety, unless otherwise approved, drone photography is prohibited.  11) If the rules cannot be followed, then the Museum has the right to terminate the agreement and also delete any footage that has been recorded. Please leave the Museum grounds without objection.  Fo Guang Shan Buddha Museum Applicant’s Signature:  Year Month Date | | | | | | |