

# WAIVER AND ACKNOWLEDGEMENT ONSITE MEDIA/FILM REQUEST



This Waiver and Acknowledgement has been signed on the date set forth below by the undersigned in favor of the Tulsa City-County Library's Public Relations Policy regarding onsite media/film requests.

## The undersigned acknowledges, understands and agrees as follows:

- The undersigned agrees to list intent of onsite media/film request in the space provided below
- The undersigned agrees to use media and film materials in an appropriate manner which reflects the original intent provided
- If the intent of the media/film request does not directly relate to the library, the undersigned agrees NOT to include any audio or video elements which may identify the library or its location
- The undersigned agrees NOT to capture images, video or audio of library staff without prior consent
- The undersigned acknowledges and understands that onsite media/film approval does not necessarily reflect library endorsement

The undersigned has evidenced their acknowledgement, understanding and agreement with respect to the foregoing by signing this document below.

## I ACKNOWLEDGE that I have received and reviewed this document.

**Name:** \_\_\_\_\_

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

**Date Signed:** \_\_\_\_\_

**Organization:** \_\_\_\_\_

**Contact Phone or Email:** \_\_\_\_\_

**Library Location:** \_\_\_\_\_

**Date and Time of Filming** (if not today): \_\_\_\_\_

**Request Intent:** \_\_\_\_\_