

WAIVER AND ACKNOWLEDGMENT ONSITE MEDIA/FILM REQUEST



This waiver and acknowledgment 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. A TCCL staff member will notify the undersigned of approval for this request.

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 acknowledgment, 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: _____

STAFF USE ONLY

For requests that require prior approval, send completed form to PRO to start the approval process. If the request is approved on-site by the manager, sign and date below and send to PRO for our records.

Approver: _____ **Date:** _____

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