

# 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:** \_\_\_\_\_