

Proposed Filming and Photography Fee Schedule

Core Guidelines

- **Casual Use:** Groups of no more than 5 people filming or taking photos with a single handheld device are free and do not require advance permission.
- **Formal and Commercial Photography:** Prior approval is required for filming and photography that is commercial or involves additional equipment, specific locations, non-public hours, and/or require staff assistance. Commercial use means filming or photographing for the purpose of advertising or creating a product intended for sales or generating income.
- **Time Minimums:** Small groups (Tier 1) can book in one-hour blocks. Medium and large groups (Tiers 2 & 3) require a minimum of two hours.
- **Large Student Groups:** While space is free for students, crews of **30+ people** must pay staff and security support fees.
- **Reduced Rates:** Lower rates are available for independent filmmakers, content creators, and non-profits. Discounts **do not apply** if a commercial business or corporate client is paying for the shoot.
- **Branches:** Fees have been reduced for branch locations.
- **Additional spaces:** Fees only cover the main filming locations. If you need additional rooms, rental fees will apply.

Filming Location Fees

Group Size / Impact	Standard Commercial Rate	Non-profits & Independent Filmmakers	Academic / School Projects
Tier 1 (1–14 people) Low impact	\$250/hr <i>Main</i>	\$75/hr <i>Main</i>	\$0/hour <i>All locations</i>
	\$125/hr <i>Branch</i>	\$40/hr <i>Branch</i>	
Tier 2 (15–29 people) Medium impact	\$400/hr <i>Main</i>	\$120/hr <i>Main</i>	\$0/hour <i>All locations</i>
	\$200/hr <i>Branch</i>	\$60/hr <i>Branch</i>	
Tier 3 (30+ people) High impact	\$550/hr <i>Main</i>	\$165/hr <i>Main</i>	\$0/hour Space Fee (+ Staffing Fee)
	\$275/hr <i>Branch</i>	\$85/hr <i>Branch</i>	

Photography Location Fees

Group Size / Impact	Standard Commercial Rate	Non-profits & Independent Photographers	Academic / School Projects
Tier 1 (1–14 people) Low impact	\$100/hr <i>Main</i>	\$40/hr <i>Main</i>	\$0/hour <i>All locations</i>
	\$50/hr <i>Branch</i>	\$20/hr <i>Branch</i>	
Tier 2 (15–29 people) Medium impact	\$200/hr <i>Main</i>	\$60/hr <i>Main</i>	\$0/hour <i>All locations</i>
	\$100/hr <i>Branch</i>	\$30/hr <i>Branch</i>	
Tier 3 (30+ people) High impact	\$300/hr <i>Main</i>	\$90/hr <i>Main</i>	\$0/hour Space Fee (+ Staffing Fee)
	\$150/hr <i>Branch</i>	\$45/hr <i>Branch</i>	

Service Fees

Service Fee	Rates
Library Staff Support	\$50 /hr
Library Safety Support	\$50 /hr
<i>Staffing and security coverage needs are determined by the Library based on total crew size, equipment complexity, requested access areas, or activities during outside regular library hours.</i>	

Liability Insurance Requirements

- **Mandatory:** A \$1,000,000 Commercial General Liability Insurance Policy (COI) naming the Salt Lake City Public Library as an additional insured is required for:
 - Large groups (15+ people)
 - Commercial projects funded by paying corporate clients.
 - If the shoot uses:
 - Power cords or heavy lights plugged into walls that stretch across floors.
 - Light stands, heavy gear poles, or overhead backdrop frames.
 - Large rolling gear carts, trunks, clothing racks, or pop-up dressing tents.
- **Waived:** Waived for active students and low-impact groups, provided they do not use previously listed equipment.