



Photography/Videography Permit

Welcome to the Genevieve Green Gardens and Ewing Manor. This facility, which is privately owned by the Illinois State University Foundation, offers a beautiful backdrop for pictures/videos as well as a special place for many events and casual walks. To maximize the enjoyment and use by all our guests, our photography policy requires a permit for all photography and videography taken by a professional photographer. Photographs and videos may not be used for business/commercial purposes.

Permits may be requested no more than 30 days in advance. A minimum of four days' notice is preferred. Permits to more than one group may be issued for the same time/day. However, permits are not issued during weddings or other scheduled events. A copy of the permit will be kept on file allowing staff to confirm a permit has been issued.

All parking for the Manor and Gardens is located at St. John's Lutheran Church, at the corner of Towanda and Emerson. Pedestrians are required by law to use the crosswalk at the stoplight. If needed, prior arrangements may be made to drop off those with limited mobility at the driveway on Sunset Road before parking the vehicle in the St. John's lot. No vehicle access is allowed from the pedestrian walkway. Additionally, limos do not fit down the driveway off Sunset Rd.

Please be respectful of the property by staying on paved pathways and the lawns. Plants, decorations, plant markers, rocks, water features, and furniture can be included in pictures without them being moved.

Ewing Manor and the Green Gardens are a smoke-free location. Alcohol and animals, except for assistance animals, are not allowed on the grounds. The permit holder is responsible for any damage. Access to the Manor is not included; there are no restrooms, rain shelters, or facilities for clothing changes. Fees are non-refundable; please call our office to reschedule in the case of inclement weather.

All proceeds from the permits are used to support the maintenance and preservation of Ewing Manor and the Genevieve Green Gardens. Checks should be made payable to ISU Foundation. Fees for non-exclusive permission to take photography in the gardens are as follows:

\$50 for non-wedding photo sessions

\$100 for a wedding party of up to 20 people.

Photography Date _____ Start/End Time _____ # of Subjects _____

Applicant's Name _____ Phone _____

Address _____ City, State, Zip _____

Photographer/Photography Business Name _____ Phone _____

Address _____ City, State, Zip _____

I have read the policy and agree to be bound by it _____ Date _____