



Crosstown Concourse PhotoPass Policy

Commercial Advisors, Clarion Security, or Crosstown Arts will kindly establish connection with visitors who informally use common areas, such as any atria, the Big Stairs, plazas, and galleries, as a creative space. This connection will give Concourse and/or Crosstown Arts staff the opportunity to welcome them to Concourse and to communicate basic guidelines for how to use the space in a manner that is safe, collegial, and respectful of the community and work on display.

Concourse staff and/or Crosstown Arts staff will approach visitors who are engaging in creative activities that appear to be professional in nature or that are of a scale or intensity that might prove disruptive to others who are using Concourse spaces. This means that we will approach people bringing their own lighting; people with tripods; people bringing in changes of clothing; and people setting up photo/video shoots involving three or more people. This does NOT mean we will necessarily engage smaller groups taking family or recreational pictures.

Please follow the below steps when initiating contact with visitors engaged in creative activities:

1. During normal business hours when the Concourse and Crosstown Arts front desk are staffed, using a friendly and non-confrontational tone, Concourse and/or staff will direct visitors to the Crosstown Arts front desk. When Crosstown Arts is closed, or when there is no one stationed at the front desk, visitors should be directed to the central atrium concierge desk.
2. Visitors will be asked to read the PhotoPass Guidelines and to sign a PhotoPass Agreement acknowledging that they understand and will abide by the Guidelines. The signed Agreements will be kept in a file at the Crosstown Arts front desk and will not be released to any other parties. By signing, participants agree to the contract from Crosstown Arts and/or Crosstown Concourse.
3. After visitors have signed the PhotoPass Agreement, they will be given a PhotoPass badge, in exchange for their state issued ID. The purpose of this exchange is to ensure the photographer returns the PhotoPass.
4. The Photographer is to wear the PhotoPass badge for the duration of their visit. When finished, they will be required to sign out at the Central Atrium concierge desk and return this badge before leaving. On future visits, they will approach the Central Atrium reception desk before beginning their creative work. After the staff member or security guard has confirmed that they have a signed Agreement on file, they will sign in and will be given a badge to wear that they will return before leaving. Everyone participating in the video or photoshoot (photographer, videographer, models, talent, etc.) must read and sign a PhotoPass document.
5. Visitors who continue to violate the terms of their PhotoPass Agreement despite reminders will be kindly but firmly asked to leave.



PhotoPass Agreement

Welcome to Crosstown Arts and Crosstown Concourse. We are so glad you're here and hope you will be a part of our creative community for a long time to come. We have a few simple guidelines for all photographers, videographers, and anyone using any of the public spaces in the building for their self-directed creative work. Once you've read, initialed these items, and signed the waiver, then you'll receive a PhotoPass to let our staff know that you've agreed to follow these guidelines. Please keep the PhotoPass visible at all times when you are in the building and return it to the desk when you are done. Please note that our security and staff members are directed to immediately address any guidelines that are not being followed and security will be called if any guidelines are continued to be disregarded. No photoshoots are allowed between the hours of 10pm-8am.

By signing this document, I acknowledge that I have read and will abide by the PhotoPass guidelines, and that Crosstown Concourse reserves the right to revoke my PhotoPass at will. I hereby release and discharge Crosstown Arts, Crosstown Building Owner, LLC, Crosstown Master Tenant, LLC, and any and all of their agents, employees, representatives, affiliates, owners, successors, assigns, lenders, licensors, licensees, lessors, lessees and invitees (collectively, "Crosstown Parties") from any and all liability, claims, demands, or causes of action, waive any and all claims in and to the same, and covenant not to sue or make any claims against any such Crosstown Parties, as a result of any and all injuries to persons or property or other damages or losses of any nature whatsoever arising out of or related to my activities at Crosstown Concourse, whether caused by my own negligence or the negligence of others, or any present condition of any of the location(s) at which any of the activities are or shall be conducted or of any route(s) of travel to and from the same. I hereby agree to indemnify, defend and hold harmless all Crosstown Parties from any and all claims, liability, losses, judgments, demands, actions and costs, including, without limitation, attorneys' fees, arising out of or related to such activities, regardless of the cause. I hereby agree to potential contact from Crosstown Arts or Crosstown Concourse via email or phone.

Name _____ Phone _____

Email _____

Signature _____ Date: _____

Safety

NO WEAPONS OR ANYTHING THAT RESEMBLE, APPEAR OR CAN BE MISTAKEN AS A WEAPON OF ANY SORT. CROSTOWN SECURITY RESERVES THE RIGHT TO SEARCH ANY AND ALL BAGS, CONTAINERS, LOCKERS AND/OR ANY ITEM USED TO CARRY ARTICLES TO ENSURE THIS GUIDELINE IS STRICTLY ENFORCED.

If, for any reason that violates the safety expectations of the Crosstown Community, you are asked to leave the premises by Crosstown Security, you will collect your belongings and exit the property immediately and peacefully. A report will be generated, documenting the details of the incident, and submitted for review by management.

Available Spaces

Public areas, such as the atria and plazas. Please do not use stairwells or tenant spaces. At Crosstown Arts, the Art Bar, Green Room, Café, and galleries are not available for free, impromptu photo or video shoots. If you are interested in renting one of these spaces, please let us know and we will put you in touch with the Crosstown Arts Events team. No photography is allowed in any tenant spaces unless granted written permission by the tenant. Disclaimer: Crosstown Arts galleries are not rentable spaces.

Initials _____

Sound activity

In all areas of the building, please be respectful of tenants, residents and visitors living and working here. No music is permitted during photoshoots unless you are doing a video shoot requiring low audio accompaniment. That level must remain at a reasonable level as to not disturb surrounding tenants and/or guests. Know at any time that the volume level is disturbing tenants and/or guests you will be asked by security and/or Crosstown Arts staff to turn down that audio. At any time, please do not engage in activities (loud talking, audible dancing, etc.) that might interfere with visitors' auditory experience of an installation.

Initials _____

Moving furniture

Please do not move any furniture or way finding boxes in the public areas or Crosstown Arts' space, including the cafe. Please do not sit or stand on tables or countertops, stand on chairs, or use any businesses as a staging area. Please do not go behind the cafe counters at Crosstown Arts, French Truck, Sweet Magnolia or Farm Burger for any reason. Please leave all spaces as you found them.

Initials _____

Blocking entryways/exits

Please do not block entryways/exits. If you would like to take pictures or film videos on any stairs or any stairway, you are welcome to do so, but please do it quickly so that other people can enter and exit our space with ease.

Initials _____

Activity during pre-planned events

Crosstown Arts and Concourse frequently host events in public area spaces, such as film screenings, musical performances, artist talks, panel discussions, private events and festivals. Please refrain from photoshoots in public spaces during programming and/or private events

Initials_____

Lighting

Please do not adjust or modify the house lights or permanent lighting in any spaces at Crosstown Concourse. Lighting kits and flash photography for your creative project are not permitted while other public art/music events are happening.

Initials_____

Nudity

We celebrate those who make bold creative choices. That said, Crosstown is responsible for maintaining all parties level of comfort. Please understand that proper clothing is mandatory at all times.

Initials_____

Cleaning up after yourself

Please leave the space that you are working in as clean as you found it. Thank you for cleaning up any mess or trash that was created while you were working.

Glitter is fun. We love glitter. But loose glitter has the potential to permanently damage the artwork on display and is very difficult to clean. For that reason, loose glitter is prohibited at Concourse and the Crosstown Arts space.

Balloons are also fun. We love balloons. Balloons also have the potential to set off our highly sensitive alarm system (which would result in a building evacuation).

Initials_____

Be kind

A key part of the missions of Crosstown Arts and Concourse is to provide space for creative people at all levels of experience to develop relationships with each other, in one common location. In order for this type of collaborative atmosphere to exist, visitors must behave in a respectful manner. Individuals who are aggressive, hostile, or who refuse to comply with the guidelines listed will be asked to leave.

Initials_____

Photography credit

If you are taking photographs that will be published in print or made available on social media, you agree to credit (or tag) Crosstown Concourse or Crosstown Arts as the location. Keep a lookout for the small signs with the hashtag of the artist's name below murals, works of art or significant decorative elements in the building.

Initials_____

Keep the PhotoPass visible

Please keep the PhotoPass visible at all times. This will notify other staff members that you have already agreed to the guidelines above so that they will not interrupt your creative project. Please return the PhotoPass to the desk when you are done.

Initials_____

IN SUMMARY:

- Please be kind
- No helium balloons
- No loud music
- Do not stand on or move furniture
- No glitter please
- Do not block entries/exits
- Do not interfere with existing events
- Leave all spaces as you found them
- Do not touch or adjust any lighting
- Stay clothed (Nudity is not permitted)
- Don't touch the art or murals
- Show us some love by crediting or tagging photos with the artist's name
- Use only public spaces (when unoccupied by an event/programming)
- No photoshoots in the galleries, screening room, Art Bar, or Green Room

Again, thanks so much for being here. Now go have some fun!