Archdiocese of Santa Fe
Academic, Professional
Photography/Videography
Policy

Over the years, there has been a significant increase to use Archdiocesan Properties (parishes, mission churches, church property, schools, and patrimony) within the collections of the Archdiocese of Santa Fe for academic or commercial use.

Due to the interest academic and commercial photography and filming requests and the related burdens it placed on church personnel (including mayordomos who assist with the activity at mission churches) the Archdiocese of Santa Fe, established the following policy pertaining to photography and filming. This policy does not apply to Catholic churches or property on Pueblo Indian lands, the respective Pueblos must be contacted for use of churches on Pueblo Indian lands.

The Office of Historic-Artistic Patrimony and Archives of the Archdiocese of Santa Fe will provide information to parishes for regarding Procedures for Academic, and Professional Photography, denoting the Archdiocesan Photo/Filming policy and requirement to apply for a permit from the Archdiocese. In the event a parish, mission church, or Archdiocesan property does not permit videography or photography, the signage will state videography and photography is not permitted under any circumstances.

Professional photography and filming for academic or commercial use should apply for photography or videography permit by applying for a permit project from the Archdiocese of Santa Fe, Office of Historic-Artistic Patrimony and Archives (Patrimony and Archives), 223 Cathedral Place, Santa Fe, NM, 87501, contact the Archives office at (505) 983-3811. Generally, application requests should be submitted one month prior to the application project date request.

For the use of Archdiocesan property for the parking of vehicles, RV’s for major projects, the photo/film application should be used. Projects requesting the use of Archdiocesan property for parking of vehicles, RV’s for major projects, etc., the information on the number of vehicles and type of vehicles should be included in the project addendum detailing the project and intended use of Archdiocesan property.

Amateur photography and filming, for sacraments held at parishes and/or mission churches should be specified by the pastor or pastoral team leader assisting with the preparation of the sacrament. Pastors and parish staff will assist in the procedures for filming during masses for sacraments.

Drone footage in the interior of parish and mission churches is strictly prohibited. (DRONE EXTERIOR INFORMATION TO FOLLOW)

Advertising requests for use of graphic items intended for the use in secular advertising campaigns, commercials is not permitted.

Permission for commercial merchandise with registered names such as the Santuario de Chimayo are not permitted.
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Intent

The intent of the Archdiocese of Santa Fe policy regarding videography and photography of Archdiocesan properties (parishes, mission churches, church property, schools), and patrimony within the collections of the Archdiocese of Santa Fe for academic or commercial use is to maintain and protect maintain our sacred churches used worship, and maintain the sanctity of our properties and patrimony. The fees collected for permitting projects will be used by the parish, mission, or Archdiocesan property for general maintenance and repairs at the discretion of the pastor or Archdiocesan department.

Procedures for Academic, and Professional Photography and Filming for commercial purposes

1. Production Company or location scout representative, academic researcher, and applicant for professional photography or videography interested in using Archdiocesan property for their project shall apply for a permit from the Archdiocese of Santa Fe, Office of Historic-Artistic Patrimony and Archives, 223 Cathedral Place, Santa Fe, NM, 87501. We recommend applying for your project request no later than one month prior to the projected photography or filming date.

The following information should be submitted with your photography or videography application:
   a) Signed Archdiocesan Application form (page 5 of the Archdiocesan Policy) with contact information, and suggested project date
   b) The following information should be submitted with your photography or videography application:
      (continued)
   c) Addendum 1 (MS word Document) - project detail, describing how the Archdiocesan property will be utilized in the academic or commercial use (documentary, commercials, major motion pictures, etc.)
   d) Copy of Scripted language (scene in which the Archdiocesan property will be used)
      a. Non-disclosure agreements may be utilized for the issuance of scripted material from the film production company
   e) Copy of Project Budget
   f) Production Company Insurance for the project with the following limitations, $1,000,000 Combined Single Bodily Injury and $500,000 Property Damage Liability
   g) Listing of alternative project dates in the event the suggested project date is not available
   h) $25 application fee (check or money order made payable to the Archdiocese of Santa Fe

2. The application form, and accompanying material, shall be reviewed by the curator of the Historic-Artistic Patrimony and Archives, Archdiocesan Property Manager, the parish priest(s), the Mayordomo(s) of the church(s), school principals, Superintendent of Catholic Schools, Archdiocesan personnel associated with the Archdiocesan Properties requested, and will be recommended to the Archbishop, or his designated official, for approval or disapproval of the application.
Archdiocese of Santa Fe
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Procedures for Academic, and Professional Photography and Filming for commercial purposes

3. The Patrimony and Archives office issues a location agreement pertaining to the project and letter for the one-time use permit. *The Archdiocese of Santa Fe does not permit perpetuity projects and all projects are on-time project permits.*

   a. The Archdiocesan issued location agreement will include specific procedures for the day of filming and access to the property for set up, etc. In the event of the use of patrimony of the Archdiocese, including santos, etc. at Archdiocesan parishes, missions, or at the Patrimony and Archives office, shall include the consultation of the Archdiocesan Curator/Archivist pertaining to the movement or photography of patrimony.

4. The Patrimony and Archives office will issue a letter to accompany the location agreement for the specified project, if the project has been approved. The letter will include the fees associated with the project request.
   a. Fees collected for the videography or photography project are subject to the fee schedule on page 5 of the Archdiocesan Photo/Film policy.
   b. The letter issued by Patrimony and Archives will detail which parish/mission, etc. the check should be made payable to.

5. The Archdiocese of Santa Fe does not permit the use of videography or photography for additional projects. If there is interest to use Archdiocesan properties again, a new photography or videography application and permit must be applied for.
   a. The Archdiocese of Santa Fe *does not permit* projects in perpetuity.

6. If the project is permitted by the Archdiocese, a copy of the location agreement, and letter pertaining to project detail should be retained by the applicant at all times during the photography and videography.
   a. If permission for photography/ videography is permitted the project shall not interfere with the use of the faithful who utilize the churches, mission churches, or Archdiocesan property for private prayer.

Publication requests for photographed images of Archdiocesan Properties and Patrimony

The Archdiocese of Santa Fe has generated a file for parishes and mission churches, especially the popularly requested parishes, mission churches, and patrimony of the Archdiocese of Santa Fe. This file contains a selected set of professional photographs taken for the Archdiocese of Santa Fe for the use in publications such as scholarly journals, books, print media, etc.
Archdiocese of Santa Fe
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Academic, and Professional Photography Fees

1. Administrative Application Fee
   a. $25 application fee (Check/money order made payable to the Archdiocese of Santa Fe
   b. Allocated to the Office of Historic-Artistic Patrimony and Archives for the Historic Church
   Account, to be used for the site visitations by the Church Preservation Consultant; who assists
   the Archbishops Commission for the Preservation of Historic New Mexico Churches with site
   visitations to parish and mission churches as requested.

2. Commercial Use Fee
   a. The entire amount of the commercial use fee based on project type (publications, books, filming,
      etc.) will be given in entirety to the parish, mission, school, or Archdiocesan property division.

Non film Location Requests

Over the years, there has been a significant increase in the use of Archdiocesan Properties (parishes/mission
church properties, parking lots, and schools (cafeterias, gymnasiums, etc.) for non-film location holding areas
and feeding areas for cast/crew.

The Archdiocese of Santa Fe requires the review the photography/ videography policy, and acknowledgement
of the review of the policy for general understanding and to denote photography/ videography of Archdiocesan
property is restricted without the application for request of usage.

To apply for possible use of Archdiocesan Properties (parishes/mission church properties, parking lots, and
schools (cafeterias, gymnasiums, etc.) for non-film location holding areas and feeding areas for cast/crew,
please fill out the non-film application form, remit the application form with the $25 application fee, Certificate
of Liability Coverage to ASF Archives, 223 Cathedral Place, Santa Fe, NM 87501.

All applicants please note, the Archdiocese of Santa Fe does not accept e-mailed
application request or credit card payments.

Please review the Checklist page 8 and submit all requested documentation with your
application.
Academic, and Professional Photography Fee Schedule

Administrative Application fee $25.00 per application

Commercial Use Fee

Video (music, documentaries, etc.) $250.00 minimum per half hour or portion

Posters, calendars, menus, periodicals/ (Scholarly journals, newspapers, etc.) – Based on circulation
   Less than 50 thousand.........................$ 25.00 per image
   50 to 100 thousand.........................$ 35.00 per image
   Over 100 thousand.........................$ 50.00 per image

Publication-requests for use of still photography images intended for use in the publication of books and/or magazine articles will be based on circulation. E-books will be assessed at a minimum of $100 per image and digital rights management review)

Books and E-Books based on circulation of publication.
   Minimum (under 2,999) .................$ 50.00 per image
   3,000 to 9,999.............................$100.00 per image
   10,000 to 24,999..........................$200.00 per image
   25,000 or more................................$300.00 per image

Articles based on circulation of publication.
   Minimum (under 50,000) ...............$ 25.00 per image
   50 to 100,000..............................$ 50.00 per image
   Over 100,000..............................$ 75.00 per image

Other requests for use of graphic items intended for mass reproduction (Post Cards, note cards, etc.) will be based on the following circulation or reproduction number.
Based on circulation or reproduction number.
   Minimum (under 50,000) ..............$ 25.00 per image
   50 to 100,000..............................$ 50.00 per image
   Over 100,000..............................$ 75.00 per image

Major Motion Picture $5,000 minimum

Independent films and documentaries $250 minimum
Application for Academic, Professional Photography/ Videography

Production Company/ Organization/ Applicant Name: ______________________________________________________

Location Scout/ or Main Point of Contact Name: __________________________________________________________

Project Name: ______________________________________________________________________________________

Address: __________________________________________________________________________________________

City: ___________________ State: ___________ Zip __________________

Telephone Number: __________________________

Project Dates for Photography/ Videography: ____________________________________________________________

_________________________________________________________________________________________________

_________________________________________________________________________________________________

_________________________________________________________________________________________________

Amount of expected time: ____________________________________________

List of Archdiocesan Property, Churches, Schools:
_________________________________________________________________________________________________

_________________________________________________________________________________________________

_________________________________________________________________________________________________

_________________________________________________________________________________________________

_________________________________________________________________________________________________

Intended use of photography/ videography: ______________________________________________________________

Please attach a separate document for the Addendum detailing project with full project detail, number of vehicles for
parking if utilizing Archdiocesan Property for parking purposes, publication, etc.

I HAVE READ THE ARCHDIOCESE OF SANTA FE’S POLICY ON PHOTOGRAPHING AND FILMING OF CHURCHES
AND RELIGIOUS OBJECTS AND THE FEE SCHEDULE AND I AGREE TO COMPLY WITH THE PROCEDURES,
CONDITIONS, AND FORM OUTLINED THEREIN.

SIGNATURE: _________________________________ DATE: ___________________________

FOR OFFICIAL USE ONLY

DATE PERMISSION GRANTED ( ) OR DENIED ( ) _____________________________

BY: ________________________________________________________________

ARCHDIOCESE OF SANTA FE
APPLICATION FOR PERMISSION NON-FILM LOCATION USE OF CHURCHES, CHURCH PROPERTY, SCHOOLS OF THE ARCHDIOCESE OF SANTA FE

NAME: ____________________________________________________________

ADDRESS: ______________________________________________________________________________________

CITY: ___________________________ STATE: _____________ ZIP___________________

Telephone____________________

ORGANIZATION: ____________________________________________________________

ORGANIZATION ADDRESS: ____________________________________________________________

LIST CHURCHES, CHURCH PROPERTY, SCHOOLS OF THE ARCHDIOCESE OF SANTA FE:

_________________________________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________

DATES YOU ARE REQUESTING NON-FILM USE (PLEASE ADD ALTERNATE DATES):

_________________________________________________________________________________

_________________________________________________________________________________

AMOUNT OF TIME EXPECTED TO SPEND: ____________________________________________

I HAVE READ THE ARCHDIOCESE OF SANTA FE’S POLICY ON PHOTOGRAPHING AND FILMING OF CHURCHES AND RELIGIOUS OBJECTS AND THE FEE SCHEDULE AND I AGREE TO COMPLY WITH THE PROCEDURES, CONDITIONS, AND FORM OUTLINED THEREIN. I AM AWARE THE POLICY REFLECTS NON-FILM PROJECTS AND RESTRICTS THE PHOTOGRAPHY OR FILMING OF CHURCH, CHURCH PROPERTIES, AND SCHOOLS: REQUIRING SUBMISSION OF A PHOTO/FILM APPLICATION.

SIGNATURE: ___________________________ DATE: ___________________________

FOR OFFICIAL USE ONLY

DATE PERMISSION GRANTED ( ) OR DENIED ( ) ________________________________

BY: _________________________________________________________________

ARCHDIOCESE OF SANTA FE
CHECKLIST FOR THE APPLICATION FOR PERMISSION TO PHOTOGRAPH AND/OR FILM CHURCHES, CHURCH PROPERTY, SCHOOLS, CHURCH COLLECTIONS, AND/OR OTHER PATRIMONY WHICH COMPRISE THE PATRIMONY IN THE COLLECTIONS OF THE ARCHDIOCESE OF SANTA FE

Please note all photo/film applications and non-film location requests are reviewed by a committee process. Therefore, we require a 1 month (one month) submission of your application prior to your project date(s) with required alternative dates outside of the project date range.

In order to complete the application and assist with the review of the application by the committee, please include the following information with the application.

1. Project addendum (Separate MS Word document, typed) detailing the reasoning for the film request, film equipment to be used, in the event your project contains scripted language you will need to add the script pages of the scene(s) utilizing the Archdiocesan properties.
   a. Script pages (Please note the script submitted with the application cannot be altered on the date of filming; if there is a change to the script, you should send in the script as soon as possible for the Archdiocesan review)

2. Project budget (if there is no budget denote that information in the project addendum)

3. Required Certificate of Insurance (Liability Insurance with carry limits of $1,000,000 combined single limited bodily injury and $500,000 of Property damage liability)

4. Projected project date(s) and alternative project dates (we recommend alternate project dates, in the event projected date(s) are unavailable)

5. Include any additional information pertinent to the project, the images will be used for social media posts, amount of circulation via hardback copy, paper back, e-books, digital rights management software for the publisher, etc.

6. Application Fee $25 (check or money order made payable to the Archdiocese of Santa Fe)

7. Review the Fee Schedule
   a. Additional fees for photography/filming will be assessed and provided to you by the Archdiocese of Santa Fe

Unfortunately, the Archdiocese of Santa Fe does not accept e-mailed applications and/or credit card payments. Applications must be remitted via regular mail and/or curbside drop off one month prior to projected project date(s)/alternative date(s) with the above material to the ASF Archives 223 Cathedral Place, Santa Fe, NM 87501. Project requests are not guaranteed approval and submission via one day or priority shipping does not expedite the Committee review process.

Please contact the Archdiocesan Archives (505) 983-3811 for questions regarding the application process or project questions. If you receive the voicemail, kindly leave a message and we will return your call.