

## **Photography Guidelines and Fees**

The Thomas Crane Public Library is pleased to offer our facilities for photography of personal events such as weddings, engagements, graduations, etc. No services or ceremonies may take place during the photography session.

All photography must take place during hours that the selected location is regularly scheduled to be closed for business.

[You may find the libraries hours and locations here.](#)

Photography must be completed no later than one hour before the library is scheduled to open. If the photography takes place after library hours, it should be complete within two hours of the library closing. The Library custodians will ensure that they let attendees into the locked building and secure the building when they leave.

No food or alcoholic beverages are allowed during the photo shoots.

Fees are as follows:

Regular library business days: \$150/hr

Days the library is closed for a holiday: \$225/hr

There is a two hour minimum.

The amount of time needed must be specified before the event, and a check made payable to the Thomas Crane Public Library must be brought to the Administrative Offices at 40 Washington Street at least one week prior to the shoot.

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