



IN REPLY REFER TO:

# United States Department of the Interior

NATIONAL PARK SERVICE  
Manhattan Sites  
26 Wall Street  
New York, NY 10005

African Burial Ground N.M.  
Castle Clinton N.M.  
Federal Hall N.M.  
General Grant N.M.  
Governors Island N.M.  
Hamilton Grange N.M.  
Theodore Roosevelt  
Birthplace N.H.S.  
St. Paul's  
Church N.H.S.  
Stonewall N.M.

## **National Park Service Manhattan Sites Still Photography Permit Application Instructions and Requirements**

Below are the instructions and requirements for obtaining permission for the use of federal land for still photography.

It is the policy of the National Park Service – Manhattan Sites ("the park") to allow photography as appropriate and as staffing and management resources permits, while adhering to the National Park Service mandate "to conserve the scenery and the natural and historic objects and the wildlife therein and to provide for the enjoyment of the same in such manner and by such means as will leave them unimpaired for the enjoyment of future generations." (54 U.S.C. 10010 1) In order to manage still photography, a permit issued by the superintendent is required.

### **Still Photography**

Commercial filming is defined as digital or film recording of a visual image or sound recording by a person, business, or other entity for a market audience, such as for a documentary, television or feature film, advertisement, or similar project. Still photography requires a permit when the activity takes place where or when, members of the public are not allowed, or when the activity uses models, sets or props that are not part of the natural or cultural resources of the park.

Generally, permits are not required for visitors using cameras for their own personal use during public access periods. Sound technicians, and film or video news crews at breaking news events do not require a film permit. However, breaking news events are subject to restrictions and conditions necessary to protect park resources and public health and safety, and to prevent impairment or derogation of park resources. "Breaking news" is defined as an event that cannot be covered at any other time or place.

### **Application Process**

We recommend that you visit the park before submitting your application. If you have any questions about an event or activity, please email [masi\\_special\\_park\\_use@nps.gov](mailto:masi_special_park_use@nps.gov)

### **Applications**

For still photography requests; please use NPS Form 10-932 (Rev. 08/2019)

Please **NOTE** that your application is only a **request** not an **APPROVAL** of your requested activity. You must allow sufficient time for the park to process your request. In order for park management to consider your request you must submit the application and the processing fee to the office no later than 30 business days prior to the date of your requested activity. Your

application will be reviewed by management and a park representative will contact you regarding park management's decision.

### **Instructions**

You will need to submit a detailed and signed application a \$50.00 non-refundable application processing fee in the form of a check or money order made out to the **National Park Service**. Please note that credit cards are not accepted as a form of payment.

The permit application must be emailed to [masi\\_special\\_park\\_use@nps.gov](mailto:masi_special_park_use@nps.gov) or sent by mail with the non-refundable fee.

The \$50.00 non-refundable fee must be mailed to the address below:

Special Park Use  
Program  
National Park Service  
26 Wall Street  
New York, New York 10005

**NOTE:** The non-refundable \$50.00 application processing fee must accompany the completed signed application. **Applications must be submitted no later than 30 business days before the event.**

### **Requirements (after receiving approval of your permit application activity from the park representative)**

If your application is approved; a permit with permit conditions will be issued, and your signature will be required on the permit. You will return the signed permit so that the park may sign the permit and then send you the final executed copy.

### **Location Fees**

Public Law 106-206 54 U.S.C. 100905) requires the National Park Service to collect location fees for still photography. If your application is approved, photography location fee must be paid in advance.

### **Still Photography**

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|------------------|-----------|
| • 1 - 10 people  | \$50/day  |
| • 11 - 30 people | \$150/day |
| • Over 30 people | \$250/day |

### **Insurance**

If your permit application is approved, you must provide a Certificate of Liability Insurance (COI) from an *Insurance Company located within the United States*. A Certificate of Liability Insurance (COI) is required in the amount of one million (\$1,000,000) dollars per occurrence and three million (\$2,000,000) dollars aggregate. **No insurance is required for commercial filming)**

The following must be on the Certificate of Liability:

The United States of America must be listed as an **additional insured and shows an endorsement signature of insured insurance company with the following:**

On the certificate of liability insurance (COI), please list the following information in the appropriate boxes on the form:

**In the Description of Operations box, please list:**

The Certificate holder is listed as an additional insured:

The United States of America, the Department of Interior, National Park Service along with:

- a description of event or photo shoot
- all dates requested
- the National Park location (name of the site) where the event or photo shoot will take place
- an Endorsement from the Permittee's Insurance Company stating that Liability Insurance policy is in effect

**In the Certificate Holder Box, please list:**

United States of America  
National Park Service  
1849 C Street NW  
Washington, D.C 20240

The certificate of liability insurance (COI) must be submitted prior to the executed permit being release to the permittee.

**Recovery Cost**

Your activity requires the National Park Service staff to monitor your activity while you are on federal property. The National Park Service staff is on site to ensure you; your staff, your vendors etc. follow the permit conditions. The National Park Service staff is on site to protect the historic, cultural, and natural resources of the memorials, monuments and historic sites. The actual cost of overtime for the National Park Service employees shall be billed to the permittee through a Bill of Collection.

**Mask Wearing Requirements**

COVID-19 Mask Usage All individuals over the age of two who are not yet fully vaccinated must wear masks, except when actively eating or drinking, in the following locations:

1. All common areas and shared workspaces in buildings owned, rented or leased by the National Park Service, including, but not limited to, park visitor centers, administrative offices, lodges, gift shops and restaurants.
2. The following outdoor areas, when others are present, where the superintendent has determined that physical distancing (staying at least six feet apart) cannot reasonably be maintained: Manhattan Sites, National Parks and adjacent areas on federal grounds.

Masks must cover the nose and mouth and fit snugly around the nose and chin with no large gaps around the sides of the face. Masks not designed to be protective, masks with ventilation valves, and face shields do not meet the requirement.

If you have any questions, please email [masi\\_special\\_park\\_use@nps.gov](mailto:masi_special_park_use@nps.gov)