

Application for Permit to Paint, Copy or Sketch at the de Young or the Legion of Honor

This is an application for a permit to sketch (with a sketch pad or material greater than 9"x 12"), paint, copy or to use charcoal/pastels at the Fine Arts Museums of San Francisco, the de Young and the Legion of Honor

Please Note:

- This application must be submitted at least two weeks prior to your intended date of work. Once submitted, you will be contacted to receive confirmation of permission or denial. Permits are granted through our Education and Member & Visitor Services Departments.
- This form should be filled out and turned in to the contact listed below.
- You must have the approved permit on your person the day of your visit.
- You must purchase a ticket in order to enter the galleries the day of your visit. If you are a member, you must obtain a ticket from the member desk for day of.

Please carefully read the guidelines listed below before you submit your application. It is important to note that permits may be revoked at any time if guidelines are not followed, or the museum's Security team has concerns about the placement of your setup.

Guidelines (Check that you have read and understand the guidelines)

Artwork that falls under this permit:

- Only artwork owned by the Museums may be sketched or copied.
- Non-museum objects have a "T" or a "L" before their accession number listed on the text panel.
- Any copy done in the same materials as an artwork must vary by at least ten percent in total area from the original.

Rules for the buildings:

- Artists must maintain a minimum working distance of 3 feet from any artwork.
- A drop cloth that extends under the working area and artist is required for charcoal, pastels, and all water-based paints.
- No touching of any artwork including pedestals and bases is allowed.
- No blocking of exit ways or main access routes for visitors.
- Any water container must be of a shape that would reduce the chance of tipping or spillage. The container must be closed whenever it is moved through the galleries.
- The use of personal easels is permitted. Any easel must be stable and positioned at a distance from the artwork greater than the easel's height.
- No equipment or materials may be left unattended at any time. All supplies/materials must be removed from the buildings at the end of the day. The museums cannot provide materials.
- A copy of this permit shall be presented upon request to security or staff. At the request of security or staff, easels and other materials must be moved or removed if the safety of the artwork or people is in doubt.

Materials:

- Drawing/painting materials are limited to: pencil, colored pencil, charcoal, pastels, ink, and water-based paints (watercolor, gouache, acrylics, water-miscible oil paints).
- **No aerosols or spray bottles of any type are permitted.**
- **No volatile solvents may be used due to possible sensitivities of visitors and employees.**

Sketching:

- Sketching for individuals with pencil on a small (9" x 12" or smaller) hand-held pad is allowed during public hours in the permanent collection, no permit required.

Groups:

- Permission needs to be obtained to sketch using easels and larger pads and/or for groups and is allowed on weekdays only, during public hours.

- Groups must obtain permission in advance. Permission for sketching will only be granted for hand held 9" x 12" or smaller pads and pencil during weekdays which will be indicated on the gallery tour list.
- Individuals that are part of a group that has pre-approved and scheduled classes are required to pay admission or show their membership/pass if they come on a different day than when their class is scheduled.

Photography:

- The Communications Department handles requests for commercial photography and filming (see contact information below). TV crews from regular stations or national outlets must be scheduled through the Media Relations Department and will be accompanied by a staff member.
- Photography is allowed in the permanent collection galleries without flash or artificial light using handheld devices only during public hours. No tripods or other stabilization devices are allowed.
- Photography of the exterior of the museums during public hours is allowed without flash or artificial light and hand-held only, including wedding portraits at the museums' discretion; access to the museums should be not blocked. Wedding ceremonies are not allowed in the Court of Honor at the Legion of Honor. Wedding ceremonies outside the buildings must have a permit from the Recreation and Parks Department with approval of the Fine Arts Museums of San Francisco.

Complete This Information to Obtain a Sketching Permit

Name: _____

Group, School or College Name: _____

Number of Visitors: _____

Grade Level: _____

Phone number: _____

Email: _____

Choose which method would you prefer to communicate about this permit. Email Phone

Today's Date: _____

Date of intended visit (must be over two weeks away for approval): _____

(Please note: dates will not be approved for weekends, the first Tuesday of every month, closing or opening days of exhibitions, or during high traffic days at either museum.)

Indicate which museum you wish to visit: de Young Legion of Honor

Detailed description of artwork on intended day: Indicate activity you would like to do:

Sketch larger than 9"X12" Paint Copy Charcoal/Pastels

How large is your material? _____

Are you using an easel? How large is the easel? _____

If you are intending to paint, what type of paint are you using? _____

If you are using charcoal, paint, or pastels do you have a drop cloth? _____

Signature:

Request Permission (check which department you applying in):

Groups obtain permissions by contacting Education

Groups:

K-12: rcrump@famsf.org

College: cinaba@famsf.org

Individuals obtain permission by contacting Member & Visitor Services contact@famsf.org

Communications for commercial filming/photography pr@famsf.org

Bring a copy of the signed and approved permit with you on your date of visit.

Permit must be on your person at all times in the museum.

Check in with museum security upon arrival.

STAFF USE ONLY

Date Approved: _____

Staff Signature: _____

Date Denied & Reason for denial: _____