

Portrait Photographer Policy

To contact Events Manager Kathryn Rhea, please call (520) 724-7350, or email Kathryn.Rhea@Pima.gov.

The Pima County Historic Courthouse welcomes portrait photographers ("Professionals"). Professionals are those who are contracted to produce photos at the Historic Courthouse.

This request will be used when the proposed application is being made for non-commercial use for a two-hour maximum use during a regular business day. This use includes limited scope shoots, such as wedding pictures, team photographs, family photographs, standing wedding ceremonies with no set-up, etc.

For requests involving more complex productions, multiple crew members, multiple vehicles and special equipment, requests needing road control measures or unique accommodations, please visit the [Pima County Department of Attractions and Tourism for Filming/Still Photography Special Use Permit Application](#).

- Professionals must file a permit with the Events Manager to schedule the time and location(s) of the shoot.
- Special arrangements must be made for groups larger than 20 people.
- Outside alcohol is prohibited on premises.

Photography classes are subject to the above and arrangements must be made with the Events Manager no later than 10 days prior to the desired date.

Sessions are limited to 9:00am – 6:00pm daily, unless previous arrangements have been made. After hours fees may apply. Available locations depend on scheduled activities and events. Staff will monitor professionals on the grounds. Booking the time slot in advance is important to avoid conflicting schedules and being asked to return at a later date.

Professionals are fully responsible for their own behavior and that of their clients, guests, and/or employees while on the premises. Pima County and its Districts will not be responsible for the loss of any property while on the premises.

Pima County reserves the right to refuse permission to any artist. This policy may be changed by Pima County at its discretion.

Commercial Photography/Videography Policy

To contact Events Manager Kathryn Rhea, please call (520) 724-7350, or email Kathryn.Rhea@Pima.gov.

The Pima County Historic Courthouse welcomes commercial filming and photography ("Professionals"). Professionals in this category are:

- Advertising agencies, public relations firms, marketing groups, corporate communications offices, commercial photographers and other professional groups shooting photography or filming for use in display advertising, television and electronic commercials, feature films, brochures, product literature, annual reports, collateral publications, training videos, other industrial/commercial/promotions/advertising projects.
- Other persons or entities as determined by management.

Professionals must file a [permit](#), provide insurance, and receive approval from the Events Manager.

- Every permit shall require the applicant to obtain and maintain Commercial General Liability (CGL) Insurance with limits not less than \$1,000,000 per occurrence and \$2,000,000 aggregate, covering claims arising from Bodily Injury, including Death or Property Damage alleged to have been caused by or contributed to by the film permit. The insurance policy shall be endorsed to include, "Pima County and its districts" as additional insureds. Be Advised: Pima County's Risk Manager may require increased coverage limits and other types of insurance, if there is an increased risk exposure, based on the nature of the film permit. [Please check with Pima County for guidelines.](#)

Pima County has the right to limit the portions of the Historic Courthouse that may be used. Equipment for transporting cameras and other equipment will not be provided by Pima County. Prior authorization is required to use the loading dock on the northeastern corner of the Courthouse.

Photography or film taken of material that is subject to copyright restrictions may not be used for publication or any commercial purposes without prior written authorization.

Availability is limited to Historic Courthouse operating hours (10:00am – 5:00pm daily); unless previous arrangements have been made. After hours fees may apply. Available locations depend on scheduled activities and events. Staff will monitor professionals on the grounds. Booking the time slot in advance is important to avoid conflicting schedules and being asked to return at a later date.

Professionals are fully responsible for their own behavior and that of their clients, guests, and/or employees while on the premises. Pima County and its Districts will not be responsible for the loss of any property while on the premises.

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Artist Policy

To contact Events Manager Kathryn Rhea, please call (520) 724-7350, or email Kathryn.Rhea@Pima.gov.

The Pima County Historic Courthouse welcomes artists who wish to sketch, paint, or draw in the facility.

Art classes and artists who are working with clients or groups must make arrangements with the Events Manager no later than 10 days prior to the desired date.

Sessions are limited to Historic Courthouse operating hours (10:00am – 5:00pm daily); unless previous arrangements have been made. After hours fees may apply. Available locations depend on scheduled activities and events. Staff will monitor professionals on the grounds. For classes, booking the time slot in advance is important to avoid conflicting schedules and being asked to return at a later date.

Artists are fully responsible for their own behavior and that of their clients, guests, and/or employees while on the premises. Pima County and its Districts will not be responsible for the loss of any property while on the premises.

Pima County reserves the right to refuse permission to any artist. This policy may be changed by Pima County at its discretion.