



DE LA SALLE UNIVERSITY - DASMARIÑAS MUSEO DE LA SALLE

Photo Shoot Guidelines

Please be informed of the following guidelines in conducting your Photo Shoot at the Museo De La Salle:

Before the Photo Shoot:

1. Schedule for Photo Shoot at the Museo De La Salle must be booked at least 2 weeks in advance. You may book by calling us at (046) 481-1940 / (02) 8779-5180 local 3151 or email us at museodelasalle@dlsud.edu.ph. You may also reach us through Facebook and Messenger <https://www.facebook.com/museodelasalledasma>
2. Schedules allowed for the Photo Shoot would be from Monday to Friday, 9am – 4pm.
3. Clearance for the entry of the celebrant(s), crew and other personnel must be secured. The requesting party must inform the museum personnel of the names of staff/people who will conduct the Photo Shoot for the permit to entry request.
4. The Photo Shoot fee of P3,500 for 3 hours must be paid in advance to the museum office. An official receipt shall be issued. The museum is open to receive the payment Monday to Saturday from 9am to 4pm. An additional 500 pesos will be charged per hour in excess of the initial 3 hours.
5. Video shoot are not allowed.

During the day of the shoot:

1. The requesting party must fill out a registration for the names of staff/people who will conduct the Photo Shoot. Proper identification will be requested.
2. The photo shoot fee covers only the couple or the celebrant, and 3 accompanying staff, a maximum of 5 persons will be allowed for the photoshoot. Excess personnel shall be charged a regular museum fee of P100 each. Companions must remain in the holding area.
3. Shoes must be removed when going beyond the cordoned area.

4. The Museo De La Salle collections cannot be used as props for the photo shoot. The Museo rooms can only be used as backdrops. Taking photos of specific objects from the collections are prohibited. Video shoot are not allowed.
5. Photo shoot is limited to 3 hours, and must be conducted within the scheduled museum hours, 9am-4pm.

COVID – 19 Protocols

Following the IATF guidelines and the University Health Protocol:

- 1. All visitors are subject to Mandatory Screening.***
- 2. The MDLS shall implement the "No vaccine, no entry" policy. Kindly present vaccination card.***
- 3. Body temperature checking prior to entry.***
- 4. Completion of Health Declaration/Visitor's Health Checklist form (Stay Safe QR code available).***
- 5. Expected guests are advised to present a government-issued ID upon entry. Likewise, their movement shall be limited to the office/s or place/s they are expected.***
- 6. Wearing of face mask shall be observed at all times while inside the campus and museum premises.***

By THE MUSEUM DIRECTOR

Conforme:

Signature over Printed Name/Date/Contact Number
Celebrant

Signature over Printed Name/Date/Contact Number
Photographer