



## MOTION PICTURE DEPARTMENT POLICY

### **PURPOSE:**

The St. Louis County Department of Parks and Recreation is interested in cooperating with the needs of filmmakers in their requests to produce films at our sites and under our jurisdiction. We recognize the educational importance and need for filmmakers to utilize the historic structures and artifacts we manage.

### **POLICY:**

Our department will manage all film requests by the following guidelines.

- a. All historical structures and artifacts must be protected from damage.
- b. Filming company and St. Louis County Parks (SLCP) will attempt to minimize the interference with the public's normal use of our historic sites and artifacts.
- c. St. Louis County will recognize the right of photographers and filmmakers to exercise their art on all historic structures and artifacts deemed in the public domain. Our department will protect all other uses.
- d. St. Louis County will apply this filming policy equally and without prejudice.
- e. Film company needs to complete initial application.

### **PROCEDURE:**

#### **Applicability**

1. This policy is applicable to all filming activities conducted on property owned or controlled by St. Louis County Parks; including but not limited to: Faust Park, Museum of Transportation, Bissell House, Jefferson Barracks and Laumeier Sculpture Park.

## MOTION PICTURE POLICY – PAGE 2

### Permits

1. Any person or organization desiring to film must apply for a permit. A \$25.00 application fee shall be paid to the applicable historic. All applications must be made on the attached form, shall be complete and legible and shall be submitted a minimum of 30 calendar days prior to the time desired for filming. If the filming would involve artifacts or resources belonging to or on loan from another party, the Site Manager will consult with the appropriate party and obtain their approval in writing. If this approval is not given, then the artifacts or resources may not be included in any filming.

### Exemptions

**Visitor Photography** – Visitor video filming is acceptable. Such photography must not endanger historic artifacts or resources and must not unduly interfere with other visitors. All visitor photography is subject to approval by the site manager who is authorized to limit or prohibit photography if it is interfering with the use, operation or enjoyment of the site.

**News Filming** - News Photography or filming is exempt from permit requirements unless sets or props are used.

**Commercial Still Photography** – Use of tripods, flashbulbs or strobe lights is exempt from permit requirements unless it:

- a. Involves the use of models, sets or props.
- b. Could result in damage to historic artifacts or resources, with this being determined by the site manager.
- c. Will take place where it is likely to interfere with the normal safety and enjoyment of the public.
- d. Is covered by a separate policy.

**St. Louis County Filming** – All photography or filming done for St. Louis County, either by staff or a private contractor and projects that support the site's mission as defined by site director, are exempt. This does not exempt departmental staff or contractors when the photography is for non-departmental purposes.

## **MOTION PICTURE POLICY – PAGE 3**

### **INTRODUCTIONS**

The St. Louis County Parks (SLCP) owns many properties, both real and personal, which various persons and organizations may wish to photograph or film. SLCP is charged with two duties, which must be carefully balanced.: 1) preservation of historic resources and (2) providing public access to historic resources for the education and enjoyment of the public. Therefore, photographic activities, in general, may be conducted on SLCP property. In some instance, however, a determination may be made by the Director of Parks and Recreation (and consulting site manager where appropriate) that the proposed photography is likely to damage our resources or is likely to unduly interfere with general public access. In such instances, the proposed activity may be modified in order to minimize the impacts; SLCP will then permit the modified photographic activities or will deny permission.

Where the site manager determines that any or all photographic activities may constitute an undue threat to SLCP artifacts or resources, the site manager will post signs prohibiting all photographs or signs prohibiting certain photographic activity (such as flash photography or the use of tripods.)

All photographic and filming activities, whether or not subject to permit requirements, shall be subject to the direction of the site manager or designee who is authorized to limit, modify or prohibit activity which is interfering with the use, operation or enjoyment of the site. This includes, but is not limited to, the site manager prohibiting any activity or use of SLCP resources for inappropriate or illicit filming activities. Filming content will be reviewed in advance by the on-site manager.

### **PERMIT FORM**

All applicants not exempted must fill out the attached permit form, entitled, "APPLICATION FOR PERMISSION TO FILM."

### **DAMAGE DEPOSIT**

A damage deposit in the form of a bond or cashier's check is required when a filming permit is issued. A performance bond issued by a bonding company or a cashier's check may be used for this purpose. No cash will be accepted for these bond purposes.

In the absence of documentation to the contrary, the bond will be set at a minimum of \$2,500.00. The damage deposit will be refunded after an inspection by SLCP staff at the end of the project.

## **MOTION PICTURE POLICY – PAGE 4**

### **GENERAL LIABILITY INSURANCE**

General liability insurance will protect SLCP from claims or litigation connected with injury or damage resulting from the actions of the permittee or his/her agents and employees. Also, this assures that the filmmakers are not judgement proof if a visitor were injured through their negligence. The applicant shall obtain insurance coverage which states that “St. Louis County is additionally insured” and that the relevant 501 (c ) organization is additionally insured for a minimum of \$2,000,000 per occurrence and shall submit proof of this insurance with the application..

If there is little or no possibility of injury or damage to persons or property resulting from the activity, then insurance may not be required. Insurance requirements will be determined by the Director of Parks and Recreation. In general, only hand-held equipment or those using tripods with no wires, props, or unusual filming techniques or equipment would meet the requirement for this exemption. Filmmakers that do not carry extensive general liability insurance, will secure insurance with a minimum coverage amounts for bodily injury of \$300,000 per person, \$2,000,000 per occurrence and for property damage of \$100,000 per occurrence.

### **FEEES**

A fee of \$100 per hour shall be charged for each permit with a minimum of a three-hour charge. In addition to this daily fee, certain costs made necessary by the filmmaker’s activity will be assessed to the filmmaker. See “PAYMENTS FOR STAFF COSTS.” Hourly charges begin accruing from the time the crew arrives, not when actual filming begins. Special consideration is given to non-profit projects.

### **PAYMENT FOR STAFF COSTS**

All staff hours spent in preparation for filming in pre, post or during the project will be charged to the Film Company on a cost recovery basis.

### **SUPERVISION**

In order to insure full compliance with all of the terms and conditions of the permit a SLCP employee must supervise filming activities authorized by permit.

## **MOTION PICTURE POLICY – PAGE 5**

### **RESOURCE DAMAGE**

The prevention of damage to any and all SLCP facilities, resources or artifacts is mandatory. Activities must be prohibited which involve driving vehicles off roads where prohibited, illegal use of aircraft, cutting of trees or plant material, destroying wildlife, removal or disruption of artifacts, disturbing archeological sites or any other altering of the resources. Temporary, nondestructive activities, such as placing a prop, tent, vehicle, actor, etc., may be allowed if the resource is left intact and undamaged after the filming is completed. Any stunts or special effects must be discussed with the site manager before any filming begins. Any damages will be assessed by the Park Department.

### **DISRUPTION OF VISITOR ACTIVITIES**

All filming activities should not conflict unduly with visitors' experiences. SLCP will carefully examine requests to film in order to evaluate their potential effects on visitor's use. The Director of Parks and Recreation will determine if the filming activities will unduly affect public use of the site, and will determine which of the uses is best in the long term for the site. The Director of Parks and Recreation may determine that the filming fee paid fairly compensates the public for its inconvenience at the site. This compensation will be considered when determining whether any activity unduly restricts the visitors' experience.

### **TERMINATION OF PERMIT**

If at any time the conditions of the agreement are not being met or the film crew is not following staff instructions, SLCP has the right to "pull the plug" and stop the filming. Permit fees will not be refunded and the hourly fees and any other charges to the film crew will continue to accrue.

### **SLCP FACILITIES AND EQUIPMENT**

All sites and areas required for filming or behind the scenes work will be defined and approved in advance. This includes filming "sets," eating and smoking areas, parking areas, set and property construction and storage areas, and office areas.

SLCP equipment is not available for loan or rent to film companies. If SLCP artifacts are made available, they will be operated or administered by SLCP staff, and be rented at a determined cost.

Only SLCP staff members can handle objects that belong to SLCP. Only SLCP staff will light candles or fireplaces and remain present. All reproductions/props brought onto park property must be inventoried, and marked or tagged as the property of the film company. Any equipment/artifacts that are damaged that are property of SLCP will be assessed damage costs by SLCP staff. Repair or replacement costs will be billed to the film company.

## MOTION PICTURE POLICY – PAGE 6

### OFF DUTY EMPLOYEES WORKING FOR FILM COMPANY

Because of the potential for conflict of interest SLCP employees are not eligible to work for the film company.

### SLCP SYMBOLS

Whenever a film company wishes to use the SLCP logo, especially in titles, credits and similar long and deliberate exposures, the permission of the Director of Parks is required. The Director of Parks may authorize the use of any logo(s) for uses that will contribute to purposes of education as they relate to the programs of SLCP. This regulation shall not be applied so narrowly that there will be a prohibition of incidental filming of the logo except where the filming is for advertising, promotional or directly commercial purposes. Incidental filming includes casual appearances of the symbol, such as an SLCP vehicle or sign.

### CREDIT LINES

Credit to SLCP will be at the discretion of the Director of Parks and Recreation.

The suggested format for credit lines is: Name (s) of Site (s) St. Louis County Parks and the relevant 501 (c ) 3 organization.

### SCRIPT

A complete copy of the script including directional information shall be provided to the on-site manager prior to the issuance of a permit. Any objectionable or inaccurate information may lead to the permit being denied.

---

Director

Date

Effective Date: 12/01/01

Revision Date: 04/02

**APPLICATION FOR PERMISSION TO FILM**

Location: \_\_\_\_\_  
\_\_\_\_\_

Name of Filming Company: \_\_\_\_\_  
Address: \_\_\_\_\_

Name of Person in Charge: \_\_\_\_\_  
Address: \_\_\_\_\_

Title of Film: \_\_\_\_\_

Subject of Film: \_\_\_\_\_

Synopsis of project; \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dates Requested for Filming: \_\_\_\_\_

Budget; \_\_\_\_\_

Name of Insurance Company: \_\_\_\_\_  
Address: \_\_\_\_\_

Other projects completed in the past 5 years: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Upon review and acceptance of the application you will be mailed a contract.  
Application fee: \$25.00 to be paid to relevant site 501(c)3.**

\_\_\_\_\_  
Signature (Film Company) Name Date

I (We) agree to the following conditions and terms:

1. The filming company will pay a filming fee as per negotiated fee schedule in section titled FEES to be paid to relevant site 501(c) 3.

A fee of \$100 per hour shall be charged for each permit with a minimum of a three-hour charge. In addition to this daily fee, certain costs made necessary by the filmmaker's activity will be assessed to the filmmaker. See "PAYMENTS FOR STAFF COSTS." Hourly charges begin accruing from the time the crew arrives, not when actual filming begins. Special consideration is given to non-profit projects.

2. A cashier's check of \$2,500.00 shall be submitted to the site manager prior to the commencement of filming.
3. An insurance policy for coverage of property and naming St. Louis County and the relevant site 501(c) 3 as additionally insured for liabilities as well as liability coverage for the filming company shall be provided in the amount of:

Bodily Injury:	\$300,000 per person per occurrence, and \$2,000,000 aggregate per occurrence
Property Damage:	\$100,000 aggregate per occurrence

4. The Production Company agrees to reimburse the Agency for overtime hours worked by site staff above and beyond their normal work shift, at the prevailing rate.
5. A credit line acknowledging the St. Louis County Parks will be provided at the end of the movie.
6. The Movie Company agrees to totally restore the site to the condition it was in prior to the use of the site by the company.

\_\_\_\_\_ is managed by the St. Louis County Parks. Use of the site is to be coordinated, scheduled, and approved by the resident Site Manager.

\_\_\_\_\_  
Signature(Film Company)

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date