



POLICY AND PROCEDURES FOR FILMING PERMITTING REQUIREMENTS

The purpose of this policy is to establish a standard procedure for the issuance of film permits that encourages the production of films in the Authority's jurisdiction and establishes a structured process to control the issuance of permits.

POLICY:

All commercial filming, including still photography and taping in the March Joint Powers Authority or March Inland Port Airport Authority requires a permit issued by the Authority.

Exceptions include films or photographs made: (1) solely for private or family use; (2) for use in criminal investigations or civil proceeding; (3) for news purposes; (4) for charitable purposes; and (5) for development in the government educational and public access channels. Applications for film permits can be requested by contacting the Film Coordinator, at the following address:

March Joint Powers Authority (951) 656-7000
23555 Meyer Drive. (951) 653-5558 FAX
Riverside, CA 92518

Most permits can be approved within five days of filing the application. Since processing certain applications may require the review of different departments, these applications may take longer depending upon the nature and extent of the project.

PROCEDURE:

| Responsibility | Action |
|-----------------------|--|
| Applicant | 1. Obtains copies of Photography/Motion Picture Permit Application and Film Permit Policy from Film Coordinator. 2. Submit filming plans and if necessary, sets up appointment with the Film Coordinator to coordinate and review Film Permit plans and procedures. |
| Film Coordinator | 3. Determines the level of review required by any other department. |
| Applicant | 4. Present evidence of general liability insurance which includes: a. Liability insurance: A certificate of insurance will be required in an amount not less than \$1,000,000 |

naming the March Joint Powers Authority as a coinsured for protection against claims of third persons for personal injuries, wrongful deaths and property damage before a permit is issued.

- b. Workers' Compensation Insurance: An applicant shall conform to all applicable federal and State requirements for Workers' Compensation for all persons operating under a permit.
- c. Performance Bond: To ensure clean up and restoration of the site, an applicant may be required to post a refundable faithful performance bond (amount to be determined) at the time application is submitted. Upon completion of filming and inspection of the site by the Authority, the bond may be returned to the applicant.
- d. For airport filming (Aircraft operating areas); Applicant will be required to have General Liability, Excess Liability, Automobile (\$1,000,000 each occurrence) and Worker's Compensation. Liability Insurance of no less than \$5,000,000 is required for filming on airport property. March Inland Port Airport Authority, its officers and employees, shall be named as additionally insured on all liability policies

Applicant

5. Obtains written permission from Film Coordinator

Film Coordinator

6. Provides permission or denial for use of property.

7. Calculates actual operating costs and bills applicant for service fee. If filming is within public right of way, applicant is to obtain a permit from Planning. In addition, if lane or street closure is necessary, a traffic control plan must be submitted with permit application.

Applicant

7. Pays service fee, to cover expenses of Authority for any personnel, equipment, and vehicle expenses incurred by the Authority to assist the film project. The fees will reflect actual costs to the Authority.

Affected Departments

8. Submits to the Film Coordinator a completed APPLICATION with attachments for final approval.

Attachments include:

- a. Written approval from applicable department.
- b. Evidence of insurance coverage.
- c. Copy of Business Tax Certificate, if required.

Film Coordinator

10. Provides approval or denial of completed APPLICATION.

Applicant

11. Pays Film Permit Fee of \$350

12. Pays filming fee of \$1,400 per day or \$700 per day if student.

13. Pays set up/tear down fee \$700 per day or \$350 per day if student.

Film Coordinator

14. Issues Film Permit and if applicable Right of Entry.

Applicant

15. Deposit Check guaranteeing payment of fees and charges in an amount equivalent to 120% of the estimated charges in the preliminary cost sheet. Please make checks payable to March Joint Powers Authority.

Applicant must display or have in possession, on site, during filming the permit issued and supporting documents such as Right of Entry executed by the March Joint Powers Authority.

[CONTINUE]

All commercial filming, including still photography and taping within the March Joint Powers Authority property, requires a permit issued by the Authority. Exemptions/Waivers include films or photographs made: (1) solely for private or family use; (2) for use in criminal investigations or civil proceedings; (3) for news purposes; (4) for charitable purposes; and (5) for the government educational and public access channels, educational filming activities. Applications for Film Permits can be requested by contacting Film Coordinator at the following address:

March Joint Powers Authority
 23555 Meyer Dr.
 Riverside, CA 92518-1

| | |
|--------------------------------|--|
| Date: _____ | Applicant Name: _____ |
| Production Dates: _____ | Phone: _____ Mobile: _____ |
| Project Title: _____ | FAX: _____ |
| Company: _____ | Location Manager: _____ |
| Address: _____ | Phone: _____ Mobile: _____ |
| _____ | FAX: _____ |
| _____ | Email: _____ |
| Company Phone: _____ | Nonprofit: <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Company Fax: _____ | Nonprofit ID# _____ |
| Site Contact Ph: _____ | <i>Must submit copy of determination letter</i> |
| Contact Email: _____ | |

Production Types: Still Photography TV Commercial TV Movie
 TV Episodic Feature Film Music Video Corporate Video Educational
 Other(provide Explanation): _____

Statement of the character or nature of the proposed filming activity: _____

Total Personnel: _____ Total Vehicles/Equipment: _____

Equipment Detail: (please supply exact number) Generators: _____ Cars: _____ Truck: _____
 RVs: _____ Aircraft: _____ Other: _____

Film Permit Fee: \$350.00 per production (non-refundable)

Filming Fee: \$1,400 per day or \$700 per day if student

Set up/Tear down Fee: \$700 per day or \$350 per day if student

Performance Bond: A faithful performance bond may be required to ensure cleanup and restoration of the site.

Additional Fees: Fees will be charged to cover expenses to the Authority for personnel, equipment, and vehicle expenses incurred by the Authority to assist a film project. The fees will reflect actual costs to the Authority. A deposit may be required in advance.

Insurance

Permittee shall provide the Authority with evidence of Workers' Compensation Insurance and General and Auto Liability Insurance with combined single limits of \$1,000,000. **The March Joint Powers Authority, its officers and employees, shall be named as additional insured on all liability policies.**

Location Shoot Specifics

| Date | Time | Location, Address, and Activity |
|------|------|---------------------------------|
| | | |
| | | |
| | | |

Traffic: If filming is planned on Authority street(s) please submit a site plan showing location(s) of cast, crew, vehicle(s), and the route to be traveled (if a street, sidewalk, or road closure is involved, you need a traffic control plan).

Site plan attached Site map will be submitted by Time _____ and Date _____.

If filming is to take place on Authority streets, please describe planned arrangements for temporary restrooms and removal of refuse generated by your production. (Add additional sheets if needed).

Describe Plan:

Yes No Will you be using pyrotechnics (fireworks) or explosives?
If yes, please attach detailed information about the specific plan.
Pyrotechnician: _____ License # _____

Phone: _____ Mobile: _____ FAX _____

Yes No Will you be using hazardous materials? If so please list:

Yes No Will you be using animals? If so how many and what type?

Yes No Will you be using tents over 200 square feet?

Yes No Will you be using canopies over 400 square feet?

Yes No Will you be utilizing any aerial stunts or elements in your shoot?

If yes, please attach details of any aerial stunts that will be used.

Yes No Do you require parking

Permittee agrees to all the terms and conditions of this permit including provisions listed at the bottom of this form and any attachments.

Company Representative (Print)

Authority Representative (Print)

Date: _____

Date: _____

Permittee waives all claims against the March Joint Powers Authority, its officers, agents and employees, for loss or damage caused by, arising out of or in any way connected with the exercise of this permit, and Permittee agrees to hold harmless, indemnify and defend the Authority, its officers, agents and employees, from any and all loss, damage or liability which may be caused by, arising out of or in any way connected with the exercise by Permittee of the rights hereby permitted. • The Authority shall have the privilege of inspecting the premises covered by this permit at any or all times. • This permit shall not be assigned. • The Authority may terminate this permit at any time if Permittee fails to perform or violates any provision herein. • Permittee here agrees that it, its officers, agents and employees, in the performance of this permit, shall act in an independent capacity and not as officers, employees or agents of the Authority. • No alteration or variation of the terms of this permit shall be considered valid unless made in writing and approved by the Authority. • Permittee will not discriminate against any employee or applicant for employment because of race, color, religion, ancestry, sex, age, national origin, or physical handicap. • The Permittee hereby agrees to comply with all the rules and regulations of the facility or institution subject to this permit. Permit must be kept on site at all times.

For Office Use Only

| | | | |
|-----------------------------|-------------|--------------|--------------------|
| Road Encroachment Required? | Yes | No | Approved by: _____ |
| | Date: _____ | Phone: _____ | |
| Fire Required? | Yes | No | Approved by: _____ |
| | Date: _____ | Phone: _____ | |
| Police Required? | Yes | No | Approved by: _____ |
| | Date: _____ | Phone: _____ | |
| Parking Required? | Yes | No | Approved by: _____ |
| | Date: _____ | Phone: _____ | |
| Other Departments? | Yes | No | Approved by: _____ |
| | Date: _____ | Phone: _____ | |
| Planning Required? | Yes | No | Approved by: _____ |
| | Date: _____ | Phone: _____ | |

For Office Use Only

Permit # Granted: _____ Department Issuing Permit: _____

Approved by: _____ Title: _____

Permit fee: \$350 Location fee: (_____ days x \$ _____ /day): \$ _____

Set up/Tear down: \$ _____

TOTAL DUE: \$ _____

Conditions of Approval: _____

Special Approvals/Permits Required: _____

| | |
|---------------------------------------|---------------------------|
| No special Approval/Permits required. | Road Encroachment Permit. |
| Police Department Approval. | Fire Department Approval. |
| FAA Approval. | |

Attachments: _____

Other Provisions: _____

This Permit will be effective _____ through _____

_____ (Date & Time) _____ (Date & Time)

