

CITY OF SPOKANE ADMINISTRATIVE POLICY AND PROCEDURE	ADMIN 0780-11-01 LGL 2011-0035
TITLE: <b>FILMMAKING ACTIVITIES</b> EFFECTIVE DATE: October 20, 2011 REVISION EFFECTIVE DATE: N/A	

1.0 GENERAL

1.1 The City of Spokane has provided support to film companies and permission to use city resources for many years under the guidance and policies of numerous City departments including the special events permit process through the Spokane Police Department. In order to coordinate these activities and create better communication, this policy creates a "one stop shop" which allows for a single permit form and key contacts through the City's Economic and Community Development Division.

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2.0 DEPARTMENTS/DIVISIONS AFFECTED

This policy shall apply to all City divisions and departments except the Parks and Recreation Department.

3.0 REFERENCES

Chapter 10.39 SMC

4.0 DEFINITIONS

4.1 "Filming" includes, but is not limited to, the use of still photography cameras, video or movie cameras to capture an image that will be used for commercial or hobby purposes.

## 5.0 POLICY

- 5.1 A Master Film Permit shall be required for all filming in the City of Spokane if:
- a. Traffic will be interrupted on City streets;
  - b. Pedestrian traffic on sidewalks will be interrupted;
  - c. A commercial, studio style tripod or dolly is used on sidewalks or City streets;
  - d. Wires or cables run across or over sidewalks that impede pedestrian or vehicular traffic;
  - e. A generator is used on a sidewalk or street;
  - f. Filming takes place on City-owned property excluding the public right-of-way open to pedestrians;
  - g. Public property will be impacted; or
  - h. Public parking will be impacted.

## 6.0 PROCEDURE

- 6.1 Advance Notice For Permit Approval.
- 6.1.1 At least two (2) weeks notice should be given to begin the approval process for feature filming or television work. Four (4) days advance notice for commercials and low impact productions is requested.
- 6.2 Master Film Permit
- 6.2.1 The filmmaker shall complete and submit a film application form to the City's Film Office prior to the start of any filming. No filming may take place until the Master Film Permit has been approved by the Film Program staff and all other relevant City departments.
- 6.2.2 The completed film application form after approval by the City will be the City of Spokane Master Film Permit.
- 6.2.3 The original Master Film Permit shall be kept at the film site at all times. A copy shall be given to the lead police officer and fire marshal upon arrival at the scene.

6.2.4 The permit includes:

- Special Event permits.
- Street obstruction permits.
- A maximum of ten (10) parking meter bags for production vehicles and/or filming. Additional parking meter bags may be purchased by the applicant.
- Noise variance authorization if approved.
- City facilities normally open to the public.
- All City of Spokane costs associated with issuing and overseeing the Master Film Permit and its components.

6.2.5 The permit does NOT include:

- Fire Department costs for standby personnel, apparatus and equipment.
- On-site Police Department costs.
- Use of Park Department grounds, facilities or parking lots.
- Rental of City of Spokane facilities for which there is an established rate generally charged to the public.
- Class C Special Effects Permits.
- Permits required by other City departments.
- Water hydrant permits.
- Direct cost charged by the Street Department for traffic signal/street light changes or modification and other modification to street or traffic control infrastructure.
- Anything required by other jurisdictions or regulatory agencies.
- Cost of insurance.

6.2.6 Letter of Notification.

Even if a Master Film Permit is not required, the filmmaker shall submit to the Film Office a completed Filming Notification Form describing the proposed shoot.

6.3 Insurance Requirements.

6.3.1 Except as provided in section 6.5 below, proof of insurance is required prior to issuance of a film permit.

6.3.2 The minimum insurance coverage needed is:

- a. General Liability: one million dollars (\$1,000,000) Bodily Injury and Property Damage combined
- b. Automobile Liability: one million dollars (\$1,000,000) Bodily Injury and Property Damage combined

- c. Use of explosives: two million dollars (\$2,000,000) Bodily Injury and Property Damage combined.
- d. Workers' Compensation: as prescribed by Washington State law.
- e. Aircraft Liability: one million dollars (\$1,000,000) per occurrence, if helicopters or other aircraft are used in the conduct of or in connection with the event/activity/film shoot.
- f. Watercraft Liability: one million dollars (\$1,000,000) per occurrence, if watercraft or diving is used in the conduct of or in connection with the event/activity/film shoot.
- g. The City of Spokane shall be named as an "Additional Insured" under the policy with respect to permits issued by the City.
- h. The City of Spokane shall be given thirty (30) days notice of any change, cancellation, expiration or renewal of the policy.

#### 6.4 Damages / Damage Deposit

- 6.4.1 A damage deposit of one thousand dollars (\$1,000) must be made out to the City of Spokane and accompany the permit application. The purpose of this refundable deposit is to cover damage that may be made to City facilities – including fire hydrants, signals, broken sidewalks, parking strips or lawns.
- 6.4.2 Productions shall be responsible for restoration of the public places used under the Master Film Permit. Film Program staff will inspect the film site(s) and check the status of any outstanding bills to determine whether any of the deposit should be withheld to cover damages. If damages exceed the deposit amount, the overage shall be submitted as a claim to filmmaker's insurance company.

#### 6.5 Exemptions (Insurance and Damage Deposits)

- 6.5.1 The Film Office will consider requests for waivers or reductions of insurance and damage deposits for:
  - a. Students filming as part of an educational project sponsored by an accredited educational institution; OR
  - b. A permit applicant that is a nonprofit, tax-exempt organization currently recognized by the United Revenue Code of 1954.26 U. S. C., Section 501, as now or hereafter amended.

6.5.2 No exemption will be granted for required police and fire fees; or for parks or other facility usage fees for any agency or organization.

## 6.6 Parking Meters

6.6.1 A maximum of ten (10) parking meter bags are included in Master Film Permit at no charge as determined by the Film Program staff. This will be based on the size of the production and availability. There may be a charge for each additional meter bag.

6.6.2 Parking meter bags are available to create special loading zones for commercial vehicles and vehicles directly involved in service for the production company. They are to be used for production vehicles only, not for crew parking.

6.6.3 All parking meters must be bagged twenty four (24) hours in advance. The parking meter bags are not to be placed on meters in "loading" or "restricted" zones or on meters of less than one (1) hour time limit.

6.6.4 There is a charge for any lost or damaged bag.

## 6.7 Free Meter Bags for Scouting Locations

A maximum of ten (10) free parking meter bags may be used by location scouts to allow them to park at meters without paying for a specified period of time before the first day of filming. This will allow parking at City parking meters. It does not allow for parking at handicapped or no-parking locations.

## 6.8 Barricading Streets without Meters

6.8.1 The production company is responsible for setting up barricades to prevent parking. Barricades must be in place two (2) – twenty four (24) hours in advance of filming, on a case-by-case basis, with time and date of parking restrictions clearly written on the barricade. The barricades must be verified by the City of Spokane Parking Enforcement.

6.8.2 It is the filmmaker's responsibility to check that the barricades are in the right place and are marked properly. Barricades should be taken down when all vehicles arrive. However, if vehicles will be coming and going, the barricades should remain in place.

6.8.3 The production company is responsible for folding and taking barricades out of the street so regular parking and traffic flow may resume at the end of filming.

6.8.4 Vehicles driven by members of the film crew shall not be parked in barricaded areas. Other support vehicles not immediately

necessary for filming, shall not be parked in barricaded areas in order to minimize the impact on the surrounding neighborhood.

## 6.9 Community Notification

- 6.9.1 All adjacent properties shall be notified a minimum of two (2) days prior to filming. If there is substantial disruption (particularly parking), the neighborhood and/or business district needs to be informed at least one (1) week in advance.
- 6.9.2 Written notification shall be distributed in an area not less than one (1) block in all directions from the filming area.
- 6.9.3 Some traffic or parking disruptions, especially those on arterials, may require notification to the general public. The Film Office will work with the City Communications Department on the notifications.
- 6.9.4 Failure to properly notify residents or to make reasonable accommodations to mitigate the impact on a neighborhood or business district may result in cancellation of the Master Film Permit.
- 6.9.5 A Code of Conduct for the Master Film Permit is provided during the permitting process to the production company. This code must be reviewed by each employee of the production company and strictly adhered to during filming activities. In addition, the Code of Conduct shall be attached to the filming notification that is distributed throughout the affected neighborhoods.

## 6.10 Hours of Filming

Filming in residential areas is prohibited between the hours of 10 p.m. and 6 a.m. This applies to the arrival and departure of cast, crew and equipment as well as actual filming. The Film Office may grant a time extension in some instances if advance written approval is obtained from affected residents. If an extension is granted, a Noise Variance Permit is required.

## 6.11 Green Filming

Consistent with the City of Spokane's concern for environmental quality, film production companies are encouraged to take steps toward using green practices while on location in Spokane. "Green filming" incorporates environmentally conscious efforts regarding set construction, energy usage, resource conservation, and recycling, among other things. Compliance with some or all aspects of "green filming" entitles participants to apply for Environmental Media Association's annual Green Seal Award. Winners of the award benefit from recognition, publicity, and networking opportunities that might not otherwise cross their paths. The Washington State and City of Spokane Film Offices are available to help with on-the-ground resources and tools.

6.12 Spokane Police Department.

- 6.12.1 Some filming activity is subject to the Special Events Permit Process. The Master Film Permit form will be accepted in lieu of a Special Events Permit Application but the regulations required by this process are still in effect. There is no charge for this permit.
- 6.12.2 The Police Department's Special Events Office will determine the police staffing support needed for each location, the physical feasibility of the location, traffic control, neighborhood impact, and street closures.
- 6.12.3 All extra-duty police officers will be paid through the Spokane Police Department payroll system and not directly by the production company. All fees shall be as set by the Police Department.
- 6.12.4 Spokane police officers, vehicles, uniforms, insignia and equipment will not be made available for use on film by film companies without the written consent of the Chief of Police.
- 6.12.5 The use of weapons (real or simulated) in a public place will require the presence of Spokane Police on site. All weapon usage requires advance notification to the Spokane Police Department and approval by the Special Events Office.

6.13 Spokane Fire Department.

- 6.13.1 The Spokane Fire Department shall be a part of the Special Events Permit Application review that must be followed to operate within the City limits.
- 6.13.2 Permits and fees shall be in accordance with the current City Fire Code and chapter 10.39 SMC.
- 6.13.3 Requests for use of Fire Department equipment and/or personnel shall be made to the Fire Marshal and are subject to final approval by the Fire Chief. Other personnel required by the Fire Chief or requested by the film production company will be charged at the cost for personnel involved.
- 6.13.4 The Fire Marshal will determine the need for the level of support for monitoring a motion picture production. Apparatus and equipment necessary to be utilized as a requirement of the Fire Department or requested by the film production company will be charged at the current rate established under the Washington State Mobilization Act.

6.13.5 Use of open flame, special effects and fireworks will require a separate permit. Film companies should be prepared to describe their safety plan at the pre-production meeting and throughout the filming process. The Police Department, Fire Marshal or other City officials may stop the filming for safety reasons at their discretion.

6.13.6 Emergency medical services and fire protection services shall only be provided by the Spokane Fire Department. Any private ambulance service provided during filming must be properly licensed and permitted by the City or State as necessary to verify proper training and certification.

6.14 Other Regulations / Expenses.

Depending on the size and location of the production, other departments may be involved. Information about other departments, their regulations and fees may be obtained from the Film Office.

6.15 Failure to Obtain Master Film Permit.

6.15.1 Productions that fail to obtain a Master Film Permit, when required to do so, are subject to immediate closure of their filming activities until such time as a permit is obtained.

6.16 Appeals of Decisions.

Any film maker aggrieved by a decision of the Film Office may appeal the decision to the city administrator within thirty (30) days of the decision. The determination by the City Administrator shall be final.


7.0 RESPONSIBILITIES

The Film Office of the Economic and Community Development Division shall administer this policy.

8.0 APPENDICES

Filming Notification Form

APPROVED BY:

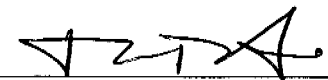
  
\_\_\_\_\_  
City Attorney (ABST)

9-26-11  
\_\_\_\_\_  
Date



  
\_\_\_\_\_  
Director – Economic Development

10/5/11  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
City Administrator

10/7/11  
\_\_\_\_\_  
Date



## FILMING NOTIFICATION

A Master Film Permit shall be required for all filming in the City of Spokane IF:

(Please check all that apply)

- Traffic will be interrupted on City streets;
- Pedestrian traffic on sidewalks will be interrupted;
- A commercial, studio style tripod or dolly is used on sidewalks or City streets;
- Wires or cables run across or over sidewalks that impede pedestrian or vehicular traffic;
- A generator is used on a sidewalk or street;
- Filming takes place on City-owned property excluding the public right-of-way open to pedestrians;
- Public property will be impacted; OR
- Public parking will be impacted.

IF none of the above applies to your film project, please complete the information below and submit to [bdsinfo@spokanecity.org](mailto:bdsinfo@spokanecity.org) . OTHERWISE, COMPLETE MASTER FILM PERMIT APPLICATION FORM.

- Date: \_\_\_\_\_ Contact Name: \_\_\_\_\_
- Address: \_\_\_\_\_
- Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_
- Name of the Company: \_\_\_\_\_
- Title of Film: \_\_\_\_\_
- Type of Shoot: \_\_\_\_ Commercial \_\_\_\_ Film \_\_\_\_ Photography \_\_\_\_ Other  
\_\_\_\_ Parks (must contact Parks and Recreation Department)
- Date(s) of Film Shoot: \_\_\_\_\_ Length of Shoot: \_\_\_\_\_
- Purpose for the Shoot\* : \_\_\_\_\_
- Necessary Equipment Being Used: \_\_\_\_\_
- Location(s) – (one form per location) – BE SPECIFIC  
\_\_\_\_\_  
\_\_\_\_\_
- Any Other Information: \_\_\_\_\_  
\_\_\_\_\_

\*Use of weapon props or explosives requires prior notification to Spokane Police Department

**For More Information please contact:**

**City of Spokane - Business & Development Services Department**

**808 W Spokane Falls Blvd, Spokane, WA 99201 (509)625-6983 Fax (509)625-6013**