



SPOKANE PARKS & RECREATION ADMINISTRATIVE POLICY AND PROCEDURE

TITLE: Filming and Photography Permit

EFFECTIVE DATE: December 9, 1999

FIRST AMENDMENT EFFECTIVE DATE: February 14, 2013

SECOND AMENDMENT EFFECTIVE DATE: 2022 (TBD)

1.0 GENERAL

1.1 The purpose of this document is to establish policy regarding the use of parks and recreation areas and facilities for filming, video, still photography, documentary, short subject films, movies or advertisements. It also adopts operating policies to monitor and regulate filming activities on park land in the City of Spokane.

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2.0 DEPARTMENTS/DIVISIONS AFFECTED

This policy shall apply to all parks and recreation areas and facilities owned or managed by the Spokane Parks and Recreation Department.

3.0 REFERENCES

City Charter Article V, Parks and Park Board, Section 48 Park Board Powers
Rules of the Park Board Section 14, General Operating Policies and Procedures,
Ruling and Appeals:

4.0 DEFINITIONS

4.1 "Acknowledgments" mean the use of official City of Spokane or Spokane Parks and Recreation Department logo or verbal / print acknowledgment of either as part of commercial film credit line.

- 4.2 "Board" means the Spokane Park Board.
- 4.3 "Certificate of Insurance" means a certificate issued by an insurance company in an amount and in such form as is approved by the City of Spokane Risk Manager, which represents that the Licensee holds general liability insurance which covers the filming activity and which names the City of Spokane and the Parks and Recreation Department as additional insureds.
- 4.4 "Department" means the City of Spokane Parks and Recreation Department.
- 4.5 "Director" means the Director of the City of Spokane Parks and Recreation Department.
- 4.6 "Filming Activities" mean the use of still photography cameras, drones, and video cameras.
- 4.7 "Park Hours" mean the times all parks are regularly open to the public.
- 4.8 "Park Use Rules" mean standard rules for use of parks and park facilities.
- 4.9 "Parks and Recreation Areas" mean all property owned and/or managed by the Spokane Parks and Recreation Department including all facilities located thereon.
- 4.10 "Licensee" means any individual or business entity using Parks and Recreation areas for filming and photography activities, assuming responsibility for same, and paying user fees and/or deposit related thereto.
- 4.11 "Use Fee" means an assessment for privilege of using Parks and Recreation areas and facilities for filming activities.

5.0 POLICY

- 5.1 It is the policy of the City of Spokane Parks and Recreation Department to set specific guidelines for certain uses of Parks and Recreation areas for Filming Activities.
- 5.2 The Department, at its discretion, may grant a waiver of use fees when an exchange for similar value is designated and approved by the Department.

6.0 PROCEDURE

- 6.1 Licensees desiring to use Spokane Parks and Recreation areas for Filming Activities, or reserve specific areas for exclusive use, shall submit

a permit application request to the Department who will issue a filming and photography permit upon approval. Licensees desiring exclusive use of Spokane Park and Recreation facilities (e.g. picnic shelters, buildings, sports complexes, swimming pools and other structures) shall also make a facility reservation.

- 6.2 Spokane Parks and Recreation prohibits operation of drones in a manner that is dangerous to persons or property. The FAA regulates drones and much of the airspace in and around Spokane and requires drone pilots to be licensed by the FAA and receive flight approval prior to each flight. The Licensee is responsible for adhering to FAA regulations for permitted locations.
- 6.3 Filming and Photography permit fees are set annually and fluctuate between locations within the Spokane Parks and Recreation system.
- 6.4 Filming or photography activities that require prolonged use of a specific space or otherwise obstruct use of park space or pathways by others are prohibited unless the space is reserved for such activities.
- 6.5 A Parks Filming and Photography Permit is required for professional and commercial photography. You will need to acquire a permit if you meet the following criteria:
 - 6.5.1 You are a hired photographer.
 - 6.5.2 Plan to use the images for any commercial purpose (i.e. marketing materials, social media business pages, websites, portfolios, etc.)
 - 6.5.3 Plan to sell or profit from photos taken on Park property.
 - 6.5.4 Have a large group of people and/or significant set up that would impact park use for others.
- 6.6 A certificate of insurance will be required for higher risk activities such as vehicles or large equipment entering the park.
- 6.7 Filming activities are authorized only during times when Spokane Parks and Recreation areas are open and available to the public. Parks are generally open from 6:00 a.m. to 10:00 p.m. except for Riverfront Park which is open 6:00 a.m. to midnight. Variations and conditions to the above stated hours of use will be confirmed in writing by the Department. The hours also apply to the arrival and departure of crew(s) and equipment. Park areas are open for public use during park hours and some locations may not be closed for exclusive Licensee use.
- 6.8 The park issued permit must be on the filming site at all times and be presented upon request by Department personnel.
- 6.9 Permission granted to Licensee shall not be assigned to another party without the written consent of the Department.

6.10 Exceptions to this policy may be submitted to the Department for approval/disapproval. Thirty (30) days should be allowed for the Department to process the request.

6.11 A park permit must be completed and signed by the Department, approving specified filming activities, delineating the applicable user fee(s) and other matters of regulation applicable thereto. Authorization to use park property for filming activity is considered confirmed when a permit is issued, use fees, if applicable, are paid, and certificate of insurance, if applicable, are received by the Department.

6.12 Enforcement

6.12.1 Enforcement of Park Rules under Spokane Municipal Code 12.06A.040 will be addressed by park staff and escalated to Spokane Police Department as necessary. Activities that unnecessarily endanger the health or safety of any person, or which could cause damage to real or personal property, will result in a suspended or rescinded use permit and may be referred to Spokane Police immediately.

6.12.2 The Department reserves the right to suspend, rescind, or amend the use permit at any time without incurring any liability to the Licensee. Also, the Department reserves the right to deny a future use permit request because of previous damage by a user.

7.0 RESPONSIBILITIES

7.1 The Director of Parks and Recreation shall administer this policy.

8.0 REFUNDS

8.1 Refunds will be determined according to the Department's cancellation and refund policies.

9.0 EXCEPTIONS

9.1 City of Spokane departments wishing to promote City programs are exempt from all use fees, but must notify the Parks and Recreation Department to obtain a no charge permit.

9.2 News-related events may be filmed or video recorded by the media without payment.