

# Use of City Property for Film Production

## City of San Angelo, Texas

### I. Purpose

The requirements of this policy are intended to create a program for promoting economic development activity within San Angelo and the vicinity of the City; to protect the personal and property rights of San Angelo, Texas, residents and businesses; and to promote the public health, safety and welfare of the citizens of San Angelo. The City Manager reserves the right to impose additional regulations in addition to those found in the policy in the interest of public health, safety and welfare, or if otherwise deemed appropriate by the City Manager.

These guidelines cover requests for commercial use of City-owned property (including but not limited to streets, rights-of-way, parks, and/or public building), commercial use of private property which may affect adjacent public or private property, and the use of City equipment and personnel in all types of motion picture production, including, but not limited to, feature films, television programs, commercials, music videos and corporate films.

### II. City Control/City Manager Authority

City Manager authorization is required for filming or taping of movies, television programs, commercials, or training films and related activities for commercial purposes which requires the use of any street, right-of-way, park, or public building, equipment or personnel.

The City of San Angelo has the exclusive authority to grant the Applicant the use of public streets, rights-of-way, parks and public buildings of the City, as well as authority to regulate the hours of production and the general location of the production. The City reserves the full and absolute right to prohibit all filming or to order cessation of filming to promote the public health, safety or welfare.

City departments (e.g., Police, Fire, Building Permits and Inspections) shall be allowed to inspect all structures, property, devices and equipment to be used in connection with the filming and taping, as deemed appropriate by the City Manager.

### III. Permit Requirements

Any commercial producer who desires to utilize any City property or facilities to undertake a commercial production in San Angelo is required to complete and return the attached application for filming to the Public Information Officer. Applications and information can be found on the Public Information website. Completed applications must be submitted within the time frames below for the application to be considered:

- Commercials: a minimum of two (2) business days prior to the commencement of filming or any substantial activity.
- Episodic television: a minimum of five (5) business days prior to the commencement of filming or any substantial activity related to the project
- Feature films: a minimum of ten (10) business days prior to the commencement of filming or any substantial activity related to the project.

The City Manager has the authority to make an exception to the time frames for projects that will provide a substantial marketing opportunity or have a significant economic impact on the community.

**IV. Application Fee**

An application processing fee of \$25 should accompany each application for filming in San Angelo.

**V. Use of City Equipment and Personnel**

The application shall include a written request for any city vehicles, equipment, or personnel that will be needed for production. The Applicant shall pay for all costs of any Police, Fire, Public Works or other City personnel assigned to the project (whether or not specifically requested by the production). Remuneration rates for the use of any City equipment, including police cars, fire equipment, street barricades and traffic cones, will be based on the actual cost to the City to provide such service as determined by the City.

The Applicant shall pay all costs in full within ten (10) days after receipt of an invoice for said costs. The City Manager may, at his/her discretion, require an advance deposit for all costs related to City personnel and/or the use of City equipment.

The Chief of Police and/or Fire Chief, shall have the authority determine fire or police requirements and level of staffing for same, at any time during a film project if it is determined to be in the best interest of public health, safety and welfare, which cost shall be borne entirely by the Applicant.

Off-duty police officers and firefighters shall be paid by the production company at the department extra-duty rate. Such costs shall be payable directly to the police officer or firefighter and not to the City of San Angelo. Off-duty officers shall be scheduled through the police department and off-duty fire fighters shall be scheduled through the fire department.

**VI. Use of City-Owned Real Estate**

The City Manager may authorize the use of any street, right-of-way, park or public building, use of San Angelo, Texas name, trademark or logo and/or use of City equipment and/or personnel for commercial uses in motion picture production. Requests for use of such facilities shall be included in the application.

No city building shall be used during regular operating hours in such a way as to totally disrupt the activities of the City. In conjunction with these uses, the City Manager may require that any or all the conditions and/or remuneration as specified herein and on the application be met as a prerequisite to that use. A security or damage deposit may be required within the discretion of the City Manager.

The City of San Angelo shall be acknowledged in the credits of any movie, television production or training film as a condition of use of the property.

The Applicant shall reimburse the City for inconveniences when using public property. Following is the rate schedule:

<u>Activity</u>	<u>Cost per Calendar Day</u>
Disruptive use (regular operating hours) of a public building, park, right-of-way, or public area.	\$500

Partial, non-disruptive use of a public building, park, right-of-way, or public area.	\$250
Total closure or obstruction of public street or right-of-way, including parking lots and on-street parking.	\$50
Partial closure or obstruction of public street or right-of-way, including parking lots and on-street parking.	\$25
Use of City parking lots, parking areas, and City streets (for the purpose of parking film trailers, buses, catering trucks, and other large vehicles).	\$50

The City of San Angelo, Texas, possesses and retains exclusive authority to grant the Applicant a revocable license for the use of its name, trademark, and logo, public streets, rights-of-way, parks and buildings of the City as well as control over the hours of production and the general location of the production. The City reserves the full and absolute right to prohibit all filming or to order cessation of filming activity to promote the public health, safety, and/or welfare.

**VII. Vehicles and Equipment**

The Applicant shall provide with the application a report listing the number of vehicles and types of equipment to be used during the filming, including proposed hours of use and proposed parking locations. Such locations will need to be specifically approved by the City Manager or his/her designee. On-street parking or use of public parking lots is subject to City Manager approval.

The use of exterior lighting, power generators or any other noise or light-producing equipment requires on-site approval of the City Manager or his/her designee.

**VIII. Hours of Filming**

Unless express written permission has been obtained from the City Manager in advance, and affected property owners, tenants and residents have been notified, filming will be limited to the following hours:

- Monday through Friday: 7am to 9pm
- Saturday, Sunday and Holidays: 8am to 8pm

**IX. Notification of Neighbors**

The Applicant shall include with the application the notice of the schedule for the proposed production that was provided to the owners, tenants and residents of each property in the affected neighborhood(s) as well as a listing of all addresses contact. This notice shall be provided prior to submission of the application to the City of San Angelo. Based upon this community feedback, and other appropriate factors considered by the City Manager, the City Manager may grant or deny the filming application.

**X. Certificate of Insurance**

The Applicant shall attach a valid certificate of insurance, issued by a company authorized to conduct business in the state of Texas, naming the City of San Angelo and its agents, officers, elected officials, employees and assigns, as additional insured, in an amount not less than \$2,000,000 general liability, including bodily injury and property damage with a \$5,000,000 umbrella; and automobile liability (if applicable) in an amount not less than \$1,000,000 including bodily injury and property damage.

**XI. Damage to Public or Private Property**

The Applicant shall pay in full, within ten (10) days of receipt of any invoice, the costs of repair for any and all damage to public or private property, resulting from or in connection with, the production, and restore the property to its original condition prior to the production, or to better than original condition.

The Applicant shall sign a Hold Harmless Agreement holding the City harmless from any claim that may arise from their use of designated public property, right-of-way, or equipment in conjunction with the permitted use. No application will be approved until such agreement is signed.

**The City of San Angelo, Texas**  
**Application for Commercial Filming**

**Title of Project** \_\_\_\_\_  
\_\_\_\_\_

**Type of Production (feature film, television production, commercial, corporate, music video, etc.)** \_\_\_\_\_  
\_\_\_\_\_

**Proposed Filming Locations (attach additional pages, if necessary)** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Date(s) of Prep/Filming** \_\_\_\_\_  
\_\_\_\_\_

**Primary Contact**

Name \_\_\_\_\_

Cell Phone \_\_\_\_\_

Email \_\_\_\_\_

**Location Manager (if different from Primary Contact)**

Name \_\_\_\_\_

Cell Phone \_\_\_\_\_

Email \_\_\_\_\_

**Production Company Information**

Name of Production Company \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Web Site \_\_\_\_\_

Primary Contact's Name \_\_\_\_\_

Primary Contact's Phone \_\_\_\_\_

Primary Contact's Email \_\_\_\_\_

Is this production already in contact with the Texas Film Commission? \_\_\_\_\_

If yes, who is your contact at the Texas Film Commission? \_\_\_\_\_

Name \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

**Production (Attach additional sheets, if necessary)**

1. Production schedule and activities, including stunts, pyrotechnics, special effects, aerial photography, amplified sound or use of animals; (Give dates and times and rain dates. Hours should include set-up, holding of sets and restoration.)
  
2. Approximate number of persons involved with the production, including cast and crew:
  
3. Anticipated need of City personnel, equipment or property:
  
4. Public areas in which public access will be restricted during production:
  
5. Describe alterations to public property:
  
6. Number and type of production vehicles to be used and location(s) where vehicles will be parked:
  
7. Location where crew will be fed, if not at filming location:
  
8. Location where extras will be held, if not at filming location:
  
9. Please attach map of anticipated street closure(s) or other public area use.
  
10. Please provide copy of the notice to residents that notified them of filming activity. Date notice was distributed \_\_\_\_\_.
  
11. Please provide a copy of the insurance certificate, listing the City of San Angelo as additional insured.

### Hold Harmless Agreement

I certify that I represent the firm which will be performing the filming/taping at the locations specified on the attached permit application. I further certify that I and my firm will perform in accordance with the directions and specifications of The City of San Angelo, Texas. **I AND MY FIRM WILL INDEMNIFY AND HOLD HARMLESS THE CITY OF SAN ANGELO, TEXAS, AND ITS ELECTED OFFICIALS, OFFICERS, SERVANTS, EMPLOYEES, SUCCESSORS, AGENTS, DEPARTMENTS AND ASSIGNS, HEREIN AFTER REFERRED TO AS "INDEMNITIES", FROM ANY AND ALL LOSSES, DAMAGES, EXPENSES INCLUDING ATTORNEY'S FEES, COSTS, FINES, CLAIMS OR LIABILITIES BY REASON OF ANY INJURY TO OR DEATH OF ANY PERSON OR DAMAGE OR DESTRUCTION OR LOSS OF ANY PROPERTY ARISING OUT OF, RESULTING FROM OR IN CONNECTION WITH THE PERFORMANCE OF ANY RESPONSIBILITIES AND/OR ACTIVITIES ENGAGED IN PURSUANT TO THIS APPLICATION REGARDLESS OF WHETHER IT IS, OR IS ALLEGED TO BE, CAUSED IN WHOLE OR PART (WHETHER JOINT, CONCURRENT OR CONTRIBUTING) BY ANY ACT, OMISSION, DEFAULT OR NEGLIGENCE (WHETHER ACTIVE OR PASSIVE) OR STRICT LIABILITY OF THE INDEMNITIES.**

I further certify that I have reviewed the requirements for filming in the City of San Angelo found in the City's Use of City Property for Filming policy and agree to abide by all stated requirements as well as any additional requirement imposed by the City Manager of the City of San Angelo. I understand that a failure to abide by all City of San Angelo requirements may result in the revocation of this permit and the City of San Angelo shall not be responsible for any costs related to such revocation.

I further certify that the information provided on this Application is true and correct to the best of my knowledge, and that I possess the authority to sign this and other contracts and agreements with the City of San Angelo, Texas, on behalf of the film.

Signed: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**APPLICATIONS WILL NOT BE PROCESSED UNTIL THIS DOCUMENT IS EXECUTED.**

**Applicant (production company representative):**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

Select one:

\_\_\_\_\_ The attached application is approved with no additional requirements.

\_\_\_\_\_ The attached application is denied.

\_\_\_\_\_ The attached application is approved with the following conditions.

---

---

---

---

---

---

---

---

---

---

\_\_\_\_\_

Date: \_\_\_\_\_

Daniel Valenzuela, City Manager