



## **Request to Film/Photograph on CRPD Property Guidelines & Process**

Cordova Recreation & Park District (CRPD) is home to a variety of park and building settings to excite and inspire producers and photographers at all levels. Because of this, all commercial film, video or photo production (Film) on CRPD property or at any CRPD sponsored activity including parks, facilities, special events, classes and programs requires a Film Permit. Applications can be made to the Communications Department to obtain this permit. The following guidelines explain our usage policies as well as fee structure.

**District Contact: Communications & Marketing Analyst | 916-842-3318 | [communications@cordovarpd.gov](mailto:communications@cordovarpd.gov)**

### **FILMING GUIDELINES AND RULES**

- Commercial film, production is defined as any activity that results in a film, video or photograph being sold, or any activity involving filming or photography for which crew and/or talent is paid. This includes “non-profit” productions. This also includes wedding pictures if the photographer is paid. It does not include photography or video for personal use.
- The Communications Department will assess if there is a fee associated with the film shoot.
- Producer/Photographer will be responsible for paying all costs associated with occupancy of the park or facility beyond normal open-for-business hours. These costs shall be determined prior to shooting.
- A written permit will be provided to the Producer/Photographer and must be available for inspection, if needed, by CRPD personnel on the day of shooting.
- Producer/Photographer will be responsible for coordinating specific requirements and schedule with the Communications Department.
- Production vehicles must be parked on the street. Permission may be granted to use a paved pedestrian path only for the purpose of loading and unloading equipment. If permission is granted to traverse a paved pathway, special care must be taken to keep tires on the pavement, particularly at corners. Failure to do so results in permanent soil compaction. If it is not possible to traverse the entire pathway in this manner, planks, plywood or other approved protection must be used.
- Structures, sets or other props (other than hand-held) are not allowed without express permission.
- No tree, shrub or other plant material may be trimmed, pruned, altered or removed without express permission.
- Because of irrigation lines, staking is not permitted. If permission is granted to install tents, equipment, sets, props (etc.) they must be secured by sandbags, water barrels or some other approved manner. Nothing may be attached or tied down to any structure, park bench, tree etc. without express permission.
- Generation of mineral oil-based smoke, mist or fog is not allowed. Permission to use water based fogging equipment will be considered upon request.
- The capacity of existing trash barrels and dumpsters is based on the normal public usage of the facility. Because of this, the Permit Holder is not allowed to use existing dumpsters and barrels and must remove from the site any and all garbage or refuse generated by their production and/or food catering.
- The Permit Holder may not prohibit or obstruct vehicular or public access to park streets and roads without express permission.

- The Permit Holder must acknowledge that the primary purpose of a park/building is to serve the public. If permission is granted to temporarily exclude the public from certain areas for production purposes, the Permit Holder must use the utmost courtesy in doing so. A notice including the company's phone number, along with the time and duration of the closure, must be posted at the site at least 48 hours in advance.
- Permit Holders must follow the direction of CRPD staff at all times.

## FILMING PERMIT REQUIREMENTS

- Requests must be received at least 3 weeks in advance of the shoot date.
- A certificate of insurance naming the Cordova Recreation & Park District as co-insured in the minimum amount of \$1,000,000 must be submitted. This may be obtained after filing the application; however, applications accompanied by a certificate of insurance may be processed faster. CRPD reserves the right to change the limits based on the application. Certificates must be either mailed or faxed to the Communications Department.
- Letter(s) or permission from adjacent impacted private property owners must be submitted. This may be obtained after filing the application. Applications accompanied by the letter(s) may be processed faster.
- Provisions must be made to accommodate pedestrian traffic flow if a public area is to be used and access would be obstructed.
- Requests for film shoots on CRPD property that include violence or the use of prop/real weapons must accompany a Request to Film on City Property. The Certificate of Insurance provided must state coverage for the violence or use of a prop/real weapon. CRPD reserves the right to change the limits based on the application and, depending on the scene, may require more than 2 weeks to process the request.
- If amplified sound will be used, a Special Use Permit will be required. This is obtained online and is submitted to CRPD for approval.
- Final approval must be obtained at least 72 hours in advance of the film shoot.
- If CRPD employees or park patrons (not hired actors/models) are to be filmed or photographed, the filming company must secure a signed Release and Waiver from each.

### Permissions:

- Permission, if given, includes the right to bring personnel and equipment onto the property and to remove them after completion of the work. It also includes the right and permission to copyright, use, exhibit, display, print, reproduce, televise, broadcast and distribute, for any lawful purpose, in whole or in part, through any means without limitation, any scenes containing the approved premises, all without inspection or further consent or approval by CRPD of the finished product or of the use to which it may be applied.
- Excluded from permission, if given, are any and all preschool and camp programs and/or participants.

## SUBMITTING A REQUEST

1. Complete the application included in this packet.
2. **Mail or drop off** completed application to: Cordova Recreation & Park District, ATTN: Communications Department, 11070 White Rock Road, Suite 130, Rancho Cordova, CA 95670
3. **Or Email** completed application to [communications@cordovarpd.gov](mailto:communications@cordovarpd.gov).
4. A CRPD staff member will follow up with questions or the issuance of your permit. Please allow up to 10 business days for processing of your application.



## Application to Film and/or Photograph on CRPD Property

Submit the completed application to [communications@cordovarpd.gov](mailto:communications@cordovarpd.gov).

**Request Date** \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ (must be submitted at least 3 weeks prior to shoot date)

### Requestor Information

Individual     Corporate     Media Outlet     Other: \_\_\_\_\_

Company Name: \_\_\_\_\_

Primary Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

### Logistics Information

Film/Video     Photography

Location(s) Requested: \_\_\_\_\_

Date(s): \_\_\_\_\_ Time(s): \_\_\_\_\_

Purpose of event: \_\_\_\_\_

Where will the final product be used?

Publication     YouTube     Website     Social Media     Other: \_\_\_\_\_

Name of Publication, YouTube Channel, Handle and/or Website: \_\_\_\_\_

**I acknowledge I have read the information included in the Request for Filming/Photography on CRPD Property Packet and fully understand its contents. I also acknowledge that all information included in my request is correct to the best of my knowledge.**

Signature of Requestor: \_\_\_\_\_ Date: \_\_\_\_\_

#### CRPD STAFF ONLY

Received: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ Initials: \_\_\_\_\_       Insurance: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ Initials: \_\_\_\_\_

Approved: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ Initials: \_\_\_\_\_       Waiver: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ Initials: \_\_\_\_\_

Fee Required: Yes / No    Amount: \_\_\_\_\_       Permit Issued: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ Initials: \_\_\_\_\_

Collected: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ Initials: \_\_\_\_\_      Permit #: \_\_\_\_\_