

APPENDIX F

Filming at the San Mateo County Community College District and its Colleges

1. **Access:** It is important that the District and/or its College Communities (District) have access to all its facilities. Permission to film on any District location is contingent upon the film crew allowing for access to the location(s) where filming is taking place.
2. **Finished product:** Filming at the District will not be permitted if the finished product utilizes the image of the District in situations reflecting drug usage, excessive violence, nudity, racism/sexism or if deemed by the District to be obscene, overly sexually explicit or in any way derogatory toward higher education, including anything that portrays students or faculty in a negative fashion.
3. **Placement of Filming Equipment:** Filming equipment (including but not limited to cameras, tracks, props, generators, and electrical cords) shall be set up in a manner that does not create safety hazards. In all cases, film crews must take steps to ensure that the placement of such equipment includes: mats or other cable coverings when cables are laid out across a walkway; lay-out board in all non-carpeted areas so that all filming equipment, whether mobile or stationary, does not directly touch the flooring; and cones placed around any production vehicles or generators not in marked parking spaces. Use of a Condor or other heavy crane on concrete or bricks requires prior approval by District. If a Condor or other heavy crane is to be used on grass, plywood must be laid out under the tires when driving and when parked. All cranes must be coned off with caution tape around them.
4. **Signage:** All directional signs (including but not limited to signage for crew/truck parking or directions to set) must be attached to stanchions and may not be hung on anything, including trees, poles, or other District property. The company may supply their own stanchions or can rent them from the District.
5. **Modifications:** Permittee may not drill, nail, glue or alter any campus property in any way without permission from the District. If this permission is granted, Permittee understands that Permittee must return property to its original state unless other arrangements have been made **in writing** with the District.
6. **Construction:** Any type of construction, including temporary facades, must be approved in advance by the District Public Safety and/or Facilities Operations and Maintenance and will only be approved if it can be accomplished in a way that neither damages District property nor in any way endangers faculty, staff, students, or visitors. All construction, equipment set-up, and other activities associated with filming must be conducted safely and in accordance with OSHA and local Fire Department standards and with any required Permits. Obtaining such permits is the sole responsibility of the Permittee. Permittee must have documented safety policies procedures and employees associated with the film project must utilize the safety procedures to ensure their safety as well as that of District employees, students, and visitors.
7. **Fire protection Equipment:** The use of the fire hydrants and other fire protection equipment for purposes of filming must be coordinated with District Public Safety and Facilities Operations and Maintenance in advance of the project.
8. **Refueling/Fuel Truck on Campus:** Fuel trucks must be staged off campus until needed for refueling only. The truck must be a fully and properly equipped refueling truck with any applicable state or federal certifications. Drivers of fuel trucks must have the appropriate license(s) to operate the truck. Generators MUST be shut down before refueling, absolutely no "hot pumping" is permitted. District Public Safety shall be contacted by the Transportation coordinator of the production prior to any refueling. An exclusions zone with a perimeter of a minimum fifty (50) foot radius shall be

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established prior to any refueling operation. Refueling will be a two person operation with one person pumping and the other with a fire extinguisher IN HAND and at the ready. Persons refueling will be Permittee agents or employees.

9. **Cigarette Smoking:** Smoking is prohibited in all enclosed buildings, facilities and District vehicles. Smoking outside is permitted in specially designated parking lots only. Permittee will obey these college-specific rules. No exceptions will be made to the Districts smoking policy.
10. **Crew Behavior:** Personnel in any way connected with the production can be ejected from District property for engaging in any behavior that is deemed to be disruptive to the operation of the District, or for being offensive in language or behavior to students, faculty, staff, administrators or District guests.
11. **Public Safety Officers:** In addition to any Public Safety Officers required on actual film days, Public Safety, in its sole discretion, may assign police personnel during additional non-filming days as it deems necessary.
12. **Pre-Approval from Public Safety and/or District Facilities Operations and Maintenance:** A copy of Permittee's production plan, including types of vehicles to be used, any planned modifications to or construction on campus property, must be submitted prior to filming. The plan is subject to approval by District Public Safety and/or District Facilities Operations and Maintenance.
13. **Pyrotechnic activity.** Pyrotechnic activity is prohibited.

Permittee Initials _____ Date: _____