GLACIER NATIONAL PARK

Application and Permit Information Sheet for COMMERCIAL FILMING & STILL PHOTOGRAPHY

Glacier National Park, located in northwestern Montana, contains 1,013,000 acres of spectacular mountain scenery, geologic landscapes and unique wildlife. Nearly two million visitors annually pass through Glacier, most from mid-June to mid-September. The precipitous Going-to-the-Sun Road, which traverses the Park, is normally open from mid-June through mid-October, though opening and closing dates vary as a result of the unpredictable weather patterns typical of the northern Rocky Mountains. Most in-Park facilities are open from mid-June through mid-September. Facilities reasonably adjacent to the Park remain open year-round.

POLICY

"The service…shall promote and regulate the use of…national parks…[its] purpose is to conserve the scenery and the natural and historic objects and the wildlife therein and to provide for the enjoyment of the same in such manner and such means as will leave them unimpaired for the enjoyment of future generations." (16 U.S.C. 1)

It is the policy of Glacier National Park to allow filming and photography when it is consistent with the protection and public enjoyment of the resource. Therefore, primary consideration will be given to potential resource damage and to anticipated disruption of normal public use.

The National Park Service (NPS) and Glacier National Park (GNP) have the authority and responsibility to manage, permit and/or deny filming projects. The Superintendent of Glacier National Park has established specific guidelines for filming and photographic activities within the park.

FILMING AND PHOTOGRAPHY PERMITS

Permits are generally issued for photography, filming, and associated sound recordings to ensure protection of resources, to prevent significant disruption of normal visitor uses, or when they involve props, models, professional crews and casts, or set dressings. Permits are required for access to areas normally closed to the visiting public, or either before or after normal visitation hours.

As of February 9, 2009 the following procedures / guidelines will apply to issuing permits for commercial filming and still photography.

1. **All commercial filming requires a permit**. *Commercial filming is defined as digital or film recording of a visual image or sound recording by a person, business, or other entity for a market audience, such as for a documentary, television or feature film, advertisement, or similar project.* Under P.L 106-206 all commercial filming requires a permit and is subject to a location fee and cost recovery charges.

2. **Still photography activities require a permit only when any of the following occur**:
   a. The activity takes place at location(s) where or when members of the public are generally not allowed;
   b. The activity uses model(s), set(s), or prop(s) that are not a part of the location's natural or cultural resources or administrative facilities;
   c. The park would incur additional administrative costs to monitor the activity;

d. The park needs to provide management and oversight to:
    1. Avoid impairment or incompatible use of the resources and values of the park;
    2. Limit resource damage;
    3. Minimize health or safety risks of the public and the media, and protect natural and cultural resources.

3. **News coverage does not require a permit,** for either filming or still photography, but is subject to time, place, and manner restrictions, if warranted, to maintain order and ensure the safety of the public and the media, and protect natural and cultural resources.

4. **Congress in P.L. 106-206 expressed the importance of resource protection and provided that the permit request should be denied if:**

a. There is the likelihood that resource damage would occur that cannot be mitigated or restored under the terms and conditions of a permit;
b. There is the likelihood of unreasonable disruption of, or conflict, with the public's use and enjoyment of the site;
c. There is the likelihood that the activity poses health or safety risks to the public;
d. There is the likelihood that the activity would result in the impairment of park resources or values;
e. The requested activity will violate any other applicable Federal, State, or local law or regulation.

5. **All commercial filming permits and still photography permits are statutorily subject to cost recovery and a location fee. No waivers are allowed.**
The location fee is calculated per day and must be based on the following schedule and is determined by the type of activity (commercial filming versus still photography) and the number of people on park lands associated with the permitted activity. <u>There is no deviation from the schedule.</u>

Commercial Filming / Videos		Still Photography	
1 - 2 people *(camera & tripod only)*	*No fee*		
1 - 10 people	$150/day	1 – 10 people	$50/day
11 - 30 people	$250/day	11 – 30 people	$150/day
31 - 49 people	$500/day	Over 30 people	$250/day
Over 50 people	$750/day		

Filming permits are typically required for documentaries, television shopping networks, religious shows, public television programs, soap operas, made-for-television movies, talk shows, news broadcasts, docu-dramas, fund-raising travelogues, soft news, commercials, infomercials and children's shows. They are also required for industry-specific footage for cassette or video tape productions to be used for training, sales, entertainment, how-to demonstrations, health and/or hygiene practices, educational promotions, advertisements, sports, etc.

In addition, permits are usually required when filming activities involve:
- Production crews of 2 or more individuals;
- Production vehicles or transports (portable control rooms, portable video editing rooms, trailers, trucks, vans, cars, satellite trucks, etc.);
- Broadcast equipment (either live or playback telecasts), videotape or film equipment, including: cameras, booms, dollies, satellites, antennas, multiple microphone systems, lighting equipment, generators, cables, monitors, sound equipment, film editing equipment, etc.;
- Broadcast talent, including makeup staff and talent assistants;

- Construction crews, electricians, engineers, carpenters, contractors, laborers;
- Tents, trailers, recreational vehicles, housing, change rooms;
- Animals, trainers, handlers.

Permits are generally are not required for:
- Visitors using cameras and/or recording devices for their own personal use;
- Sound technicians, and film or video news crews at breaking news events. (Refer to the Superintendent's Guide to Public Affairs for more information regarding news media.);
- NPS filming or photography, Department of the Interior Audiovisual Center filming or filming/photography done pursuant to a cooperative agreement or contract.

A request for a filming or photography permit may be denied if:
- In the opinion of the superintendent or his designee, the filming activity requested represents a potential for harm or impact on the park's natural, cultural, wilderness or recreational resources, may create health or safety risks, or disrupt visitor use and enjoyment;
- It is determined that supervisory requirements for the proposed project will place unreasonable burdens on park staff, regardless of the applicant's willingness to pay supervisory costs;
- The permittee fails to obtain insurance/bonding, or to agree to pay assessed cost recovery;
- The proposed filming or photography would conflict with the visitors' normal use of the park;
- The request includes entry into areas closed to the general visiting public, or which would allow activities not permitted to the average visitor.

The following provision is added to NPS policy on commercial filming, video taping and sound recording.

> **Commercial videographers, cinematographers or sound recording crews of up to two people with only minimal equipment (i.e. a camera and a tripod) working in areas open to the public are required to obtain a commercial filming permit and are subject to appropriate permit terms and conditions and cost recovery charges but are not subject to location fees.**

PHOTOGRAPHY WORKSHOPS
A Commercial Use Authorization (CUA) is required for instructional photography workshops or classes conducted in Glacier National Park. If in doubt you should contact the Concessions Management Office at (406) 888-7858 for guidance.

REQUESTING A PERMIT
Applications may be requested in person at Park Headquarters, via telephone by calling (406) 888-7825, via fax to (406) 888-7946, an email to glac_information@nps.gov, or by letter to Glacier National Park, ATTN: Special Park Uses, P.O. Box 128, West Glacier, MT, 59936. Completed applications must be returned to the park for review and approval / denial.

Filming and photography requests will be evaluated on the basis of the information received in the application. Therefore, potential permittees are encouraged to attach maps, diagrams, script pages or storyboards to assist the park staff in evaluating the request.

Sufficient time must be allowed for park staff to evaluate the requested activity. We require a minimum of 10 working days to process a film permit in order to evaluate location considerations, complex logistics, or coordination with other visitor activities. Projects, which require environmental or cultural resource evaluation, must be submitted not less than 30 days before the start of proposed activities. Incomplete applications or non-payment of application fees will result in the request not being considered.

SITE SCOUTING / PRE-PERMIT CONFERENCE

Scouting trips by the potential permittee for potential film sites are allowed after the park's film coordinator has been notified. A pre-permit conference by the potential permittee may then be conducted over the phone or on site. A visit to all potential filming sites in the park may be necessary after the filming application has been received and reviewed. By the end of the conference, the permit coordinator should have enough information to prepare the permit once the filming project has been approved. The completed permit will detail the activities and locations to be authorized. Any activities not specified in the permit will not be allowed. No activities on NPS property may begin until the permit has been approved by the park and agreed to by the permittee.

PERMIT ISSUANCE

Once the filming request has been processed and approved a Special Use Permit is prepared. Prior to this being sent to the applicant for review the Permit fee must be paid. An authorized representative of the film company must appear at GNP's Headquarters to provide payment for the calculated use fees, and sign and receive an original copy of the permit with appended conditions. The Special Use Permit must be carried on-site at all times during filming activities and must be presented upon request to any authorized park personnel.

COST RECOVERY AND LOCATION FEES

Less than 16 USC 3a, the service has the authority to recover and retain all costs of providing the necessary services associated with filming activities. The NPS is also responsible for carrying out the provisions under 31 USC 9701, the general authority for the Federal Government to impose charges. The park service will charge fees and recover costs for Special Use Permits. Recovered fees reflect the fair market value of the use requested.

Costs incurred by NPS in conjunction with accommodating a permitted activity will be reimbursed by the permittee. Administrative costs and estimated costs for activities on site will be calculated on a case by case basis. The permittee will be advised of fees prior to receiving a permit. Fees must be paid when the permit is approved / issued. If any additional costs are incurred, the permittee will be billed at the conclusion of the permit. In compliance with the requirements of the Debt Collection Improvement Act of 1996, the applicant must submit their social security number or Federal Tax ID number when filling out the application for a permit.

Applicants must submit their completed application with a non-refundable $100.00 (U.S.) Application Fee payable by check, cashier's check, or money order, made out to the "NATIONAL PARK SERVICE." All checks must include a Tax Identification Number (TIN) or a Social Security number for processing. Credit card payment is also accepted by contacting the Special Use Permit Office at (406) 888-7825. Applicants submitting their application via fax or email must fax a photocopy of their dated check, cashier's check, or money order to (406) 888-7946. Upon approval of the application a non-refundable Permit Fee in the amount of $100.00 (U.S.) will be required prior to issuance of the Filming Permit, and can be paid via any one of the methods listed above. All other administrative and estimated costs for activities on site will be calculated at $50.00 per hour, per person, with a minimum of $150.00 per day for film monitoring when required.

The permittee is required to notify the NPS of any delays or schedule changes at least 36 hours in advance. Should the permittee fail to provide such advance notification, the permittee is responsible for paying all costs incurred by the NPS anytime during the application, permitting, or operational process, including those due to cancellation, moving, or rescheduling of the project. Such payment will include but is not limited to a non-refundable charge for each staff person scheduled for the affected activity. Such charge will, at a minimum, be the equivalent of two hours

overtime for each employee assigned. These costs may be recovered through the posting of a bond at the time of application, or through a bill for collection presented at any point after initial contact.

INSURANCE AND BONDING

General liability insurance from a US provider must be carried by the permittee by showing the U.S. Government, National Park Service, Glacier National Park, and P.O. Box 128, West Glacier, Montana 59936 as additionally insured. Short term policies must show coverage on "occurrence" basis. The minimum amount of commercial liability insurance is one million dollars. Additional amounts may be required for high risk activities.

Certain activities may trigger the need for the permittee to post a refundable damage bond. The amount of the bond will be equivalent to the estimated cost to NPS for clean up, repair or rehabilitation of resources or facilities that could potentially be impacted by the permit activities. At the conclusion of the permit, the bond will be returned to the permittee after costs of clean up, repair, or rehabilitation are deducted.

SHARING THE PARK

A filming or photography permit does not allow the permittee to restrict park visitors from any location; therefore sites which attract a large number of visitors should be avoided. Normal visitor use patterns will not be interrupted for longer than three to five minutes and only as specified in the approved permit. The permittee will make every effort to complete filming activities prior to 9 a.m. and after 5 p.m. during peak visitation months on the Going-to-the-Sun Road. The permittee must notify the park no less than 24 hours in advance of anticipated traffic/visitor control needs. Film/photography permit activities may not occur simultaneously with other permitted activities or unduly conflict with scheduled public activities. Visitors will be allowed to watch filming.

For more complex permit operations, or for activities which require coordination with other visitor use, and for those which are perceived to have the potential to impact park resources without proper supervision and care, at least one NPS employee will be assigned to the film/photography crew. The permitee will be responsible for reimbursing the park for monitoring at a minimum of $150.00 a day. These costs will be included in the estimate of site use charges. Any additional costs will be recovered at the conclusion of the permit.

CREDIT LINES

The superintendent may request a credit line in films produced in whole or in part on NPS lands provided that the content or subject matter of the filming product does not reflect adversely on the park. Credit must not state or imply NPS endorsement of commercial products.

RESTRICTIONS AND CONDITIONS

All restrictions and conditions will be enumerated in the permit. The following activities are restricted and must be approved on a case by case basis:

- Use of children or animals,
- Discharge of blank ammunition and all black powder weapons,
- Mechanical or pyrotechnic special effects,
- Stunts,
- Amplified music or sound,
- Placing of large set dressings,
- Filming photography inside interiors of government administrative work areas,
- Film equipment or activities on roadways,
- Access to closed areas or access to areas during non-visitor use hours.

The permit will specify the number of people and the exact types of equipment allowed. Activities not specified in the permit will not be allowed by the NPS monitor on duty.

Please note that the permit does not include authority to film or photograph individuals. Model releases are the responsibility of the permitee.

CLOSURES
Permit activities may be restricted based on weather or seasonal conditions (fire danger, water levels with spring run off, wildlife concerns, etc.). Additional closures, use limits, and / or restricted activities are listed in the superintendent's compendium.

PROHIBITED ACTIVITIES
Activities having the potential to damage or significantly impact or alter park resources are prohibited. The following are also prohibited:

- Altering, damaging or removing vegetation,
- Vehicle use off established roads and parking areas,
- Use of insecticides, herbicides and pesticides,
- Loud noises (60 decibels or higher) between 10:00 p.m. and 6:00 a.m.,
- Smoking in buildings, on boardwalks or in vegetated areas,
- Use of fragile vegetation areas, except on trails or already disturbed areas,
- Flying aircraft below FAA recommended minimum altitude (usually 2,000 feet) or landing of aircraft except at designated landing sites,
- Writing on or discoloring any natural feature or structure.

Harassment of wildlife is prohibited by law. Filming of wildlife is permitted as long as there are NO disturbances, feeding, teasing, or manipulation of resident or free-roaming animals. Wildlife captured elsewhere may NOT be used in any in-park filming, whether trained or not.

OFF-DUTY GOVERNMENT EMPLOYEES
Off-duty government employees may work for filming companies only if they do not perform or appear to perform official duties. Off-duty employment while in uniform is not permitted. Park employees engaged in actual supervision of the permittee are not allowed to engage in off-duty employment with the film companies under any circumstances.

TERMINATION OF PERMIT
All filming or photography permits issued by the National Park Service are "revocable" on 24 hours notice or WITHOUT NOTICE if the terms of the permit are violated. Deliberate infractions of the terms of the filming permit or the deliberate making of false or misleading statements concerning intended actions in order to obtain a permit are causes for immediate termination of the permit and cause for possible prosecution. Permits will be revoked if damage to resources or facilities is threatened, of if there is a clear danger to public health or safety.