Commercial Filming, Photography & Sound Recording Information and Guidelines

The National Park Service (NPS) is mandated 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 a manner and by such means as will leave them unimpaired for the enjoyment of future generations." (16 U.S.C. 1) For this purpose the Department of the Interior developed RM-53, which governs filming, photography and sound recordings in National Parks. Under these guidelines NPS units have the authority and responsibility to manage, permit and/or deny filming, photography and sound recordings in ways consistent with park management and mission.

It is the policy of the NPS to allow commercial photography, still photography, filming and sound recordings to the fullest extent possible while providing for the protection of park resources and ensuring the enjoyment of those resources by park visitors.

Filming permits are required for any filming or photography when the activity:

- Involves the use of a model(s), actor(s), set(s), or prop(s) that are not part of the location's natural or cultural resources or administrative facilities; or
- Takes place at location(s) where or when members of the public are generally not allowed; or
- Requires access to the park before or after normal working hours; or
- Incurs additional administrative costs to the Park to monitor the activity; or
- Indicates potential for resource damage, including wildlife, or undue disruption of visitor activities.

For purposes of definition, "filming" or "film-making" is commercial still photography, motion picture photography, videotaping or sound recording. Documentaries, travelogues, feature stories and similar types of filming require a permit, if the elements listed above exist.

A permit is not required for:

- Visitors using a camera and/or a recording device for his/her own personal use and within normal visitation areas and hours.
- Press coverage of breaking news. Although breaking news would not require a permit, this activity 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 park natural and cultural resources.

Breaking news is defined as an event that cannot be covered at any other time or location. The determination of what is considered to be breaking news is at the discretion of the Superintendent or his/her representative. Documentaries filmed specifically for sale to a news station or educational channel are considered a commercial venture and require a permit. News media crews, when not covering newsworthy/news making events, but shooting human interest, staged events, or other topics may be required to obtain a permit before proceeding with filming.

Permits issued for commercial photography (advertising) specifically prohibit implied or stated endorsement by the National Park Service. Identifiable NPS equipment, uniforms, signs, buildings or insignia may not be portrayed in commercial advertising in any way that would imply NPS endorsement of the product.

Permit Fees and Costs: **A $50.00 non-refundable permit application processing fee is required** for all applicants and must be submitted with the filming application form. Application fees are not refundable, regardless of

whether or not a permit is ultimately issued. All commercial filming permits and still photography permits are subject to cost recovery and a location fee. No waivers are allowed.

If administration of a permit requires the park to incur additional costs, the Permittee will be assessed those costs in addition to application fee and location fee. Additional charges may be incurred for administrative services, overtime,

repairing/restoring/cleaning resources, security, or similar costs associated with the filming event. Any additional costs and location fees will be required to be paid at the time of the issuance of the permit. If for some reason there are any additional costs that are incurred, the Permittee will be billed at the conclusion of the permit.

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. There is no deviation from the schedule.

Commercial Filming/Videos		**Still Photography**	
1 - 2 people, camera & tripod only	$0/day		
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		

The applicant or Permittee is required to notify the NPS of any delays or schedule changes at least 36 hours in advance. Should the applicant or Permittee fail to provide such advance notification, the applicant or 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 not be 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: Permittees will be required to obtain a certificate of insurance showing general liability coverage, **issued by a United States company,** which **must** show the **U.S. Government, National Park Service, George Washington Carver National Monument** as additionally insured. Short term policies must show coverage on "occurrence" basis. The amount of commercial liability insurance may range from $300,000 to several million depending on the nature of the project. 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.

Applications: Complete the *Application for Commercial Filming/Still Photography Permit* (NPS form 10-931). Please review and sign the **Terms & Conditions** below and submit them with your permit application. These terms & conditions outline the specific requirements and restrictions of the permit. It is important that your response be as detailed as possible concerning your proposed activity. For example, we must know how long you propose to film, photograph, and/or record, where you propose to film, photograph and/or record, the type of equipment to be used, and any proposed special effects. You are also encouraged to attach copies of storyboards or scripts. **You will not be permitted to arrive and then select locations on the day of shooting.** If you are not familiar with the park, we highly recommend an advance trip to scout locations.

Mail the completed application along with the signed terms & conditions document and the required permit application processing fee of $50.00 to: George Washington Carver NM, Attn.: Special Park Uses Coordinator, 5646 Carver Road, Diamond, Missouri 64840. Cashiers check, money order, or personal check must be made out to the National Park Service with your Social Security Number or Tax Identification Number noted on you check. Amounts over $1,000 must be in the form of a business or certified check.

The information on the application will be used by NPS staff to evaluate the impact of the proposed activity on park resources and visitors. Most requests can be processed within 5 working days. Requests which involve multiple locations, complex logistics or coordination with other visitor activities will require a minimum of 15 working days to process. Projects which require environmental or cultural resource evaluation must be submitted not less than 30 days

before the start of proposed activities. Due to the lack of park staff available to assist with scouting, monitoring, consulting, providing interviews, etc., it may be necessary to allow only one crew in the park at a given time. Applications are handled in the order in which they are received. Priority will not be given to urgent requests.

Filming applications will be returned to the applicant if submitted incomplete, cannot be approved as submitted, or are received without payment or without a Social Security or Federal Tax Identification Number. This may delay the consideration of a permit.

Permits: All projects will be reviewed to ensure protection of the park's resources and values, and that no disruption of normal visitor use will occur. A permit within areas administered by the NPS may be denied or revoked if the project:

- Poses a threat to the park resources; or
- Places unreasonable burdens on supervisory capacity of the park staff; or
- The Permittee does not agree to pay assessed cost recovery; or
- The Permittee fails to obtain insurance/bonding; or
- Would conflict unduly with the public's normal use; or
- The project depicts activities that are not permitted within the park; or
- The application does not contain sufficient information on which to base a permit.

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.

If your application is approved, a Special Use Permit will be prepared and mailed to you for signature. Upon receipt, please review, sign and return the permit along with the location fee and any additional cost recovery fees to our office for the Superintendent's signature. After the Superintendent signs the permit, a copy of the permit as well as the signed procedures and conditions packet will be forwarded to you. *The approved, signed permit copy must be in your possession at the time of your event.*

Terms & Conditions: To maintain park natural and cultural resources and quality visitor experiences, the following restrictions and requirements apply to Special Use Permits for commercial filming and photography:

1. The Federal Government, its agents and employees, cannot be held liable for claims for damages or suits for any injury or deaths from any cause occasioned by the Permittee's occupancy and use of the land and facilities included within the permit.

2. This permit may not be transferred or assigned without the consent of the Superintendent, in writing.

3. The Permittee is prohibited from giving false information; to do so will be considered a breach of conditions and be grounds for revocation [Re: 36 CFR 2.32(4)].

4. The area will remain open to the public.

5. If required, all liability insurance policies are to name the U.S. Government, National Park Service, George Washington Carver National Monument as a co-insured and shall specify that the insurance company shall have no right to subrogation against the United States and shall have no recourse against the Government for payment of any premium or assessment. A certificate of insurance indicating that the required insurance is in effect shall be provided by the Permittee to the Special Park Uses Coordinator prior to the commencement of any activities authorized under this permit.

6. Filming activities will not conflict unduly with the visitors' experiences in the park. All park areas will remain open to the public. Visitors will be allowed to watch filming from an area identified by the Permittee and approved by the NPS.

7. Filming may take place only in areas open to the general public.

8. Use of children or animals is prohibited.

9. Filming equipment and props cannot be dragged or driven off road or off trail.

10. Disrupting or stopping vehicle traffic is not allowed.

11. All traffic regulations must be obeyed. Vehicles must remain on established roadways, roadside pullouts or parking areas. Crews must utilize established pullouts and parking areas at all times while filming, loading and unloading crew and equipment. Vehicle access on public unpaved roads may be restricted following rain or other conditions that may damage wet areas.

12. The Permittee and participants will not disturb, adversely effect, alter, damage or remove any natural or cultural resources, archeological or historic artifacts.

13. Wildlife will not be harassed, disturbed, manipulated, baited, fed, called with any wildlife-calling device or filmed by means of spotlighting (the use of artificial light).

14. Contacting/interviewing park visitors is prohibited unless accompanied by an NPS representative.

15. Government equipment may not be loaned, rented, or diverted from normal use for purposes of filming.

16. Use of NPS Arrowhead in titles, credits, or other deliberate disclosures requires permission.

17. Each day Permittee will remove all equipment, props, litter and debris from filming location(s), returning the site to its original condition within one hour after completion of filming. All tracks and other visible signs resulting from filming activity will be eliminated upon completion of filming activities. This will be done under the direction of the NPS. Cleanup will be to NPS satisfaction with final inspection made by an NPS representative. Permittee will provide for proper and immediate disposal of these items and all litter.

18. The use of firearms, including the discharging of blank ammunition and explosives, is prohibited.

19. Nudity is prohibited.

20. No employee of the NPS may work for the Permittee in any capacity whatsoever while in uniform or if directly involved in the supervision of the Permittee. NPS employees may not perform or appear to perform official duties for purposes of filming unless such performances have been approved by the NPS. NPS employees may not read/perform scripted materials. No personal gratuity of any nature will be offered to any employee of the Government in connection with the exercise of the privilege granted.

21. Park Management will not sign location releases signed by the applicant.

22. Aerial photography must be performed at a minimum altitude of 2000 feet above ground level.

23. NPS Supervision: Filming activities will be monitored by a qualified NPS employee to ensure full compliance with all of the terms and conditions of the permit.

24. Sequences filmed at the Park may not imply endorsement of any service or product by the Park, National Park Service, or U.S. Department of the Interior; and, identifiable NPS equipment, uniforms, or insignia may not be portrayed in commercial advertising.

25. Violation of the terms and conditions of the permit may result in the immediate revocation of the permit.

Other stipulations may be added depending on the specific nature of your request.

If you have any questions about the application process or your permit, please contact the Special Park Uses Coordinator at (417) 325-4151, or email: randall_becker@nps.gov.

Printed name of Permittee: _____

Agreed to by: _____ _____
Permittee Signature Date

Approved: _____ _____
Superintendent, George Washington Carver NM Date

National Park Service
(George Washington Carver National Monument)
(5646 Carver Rd, Diamond, MO 64840)
(417-325-4151)

Application for Special Use Permit
Commercial Filming/Still Photography

Please supply the information requested below. **Attach additional sheets, if necessary, to provide required information**. A nonrefundable processing fee of $50.00 must accompany this application unless the requested use is an exercise of a First Amendment right. You must allow sufficient time for the park to process your request; check with the park for guidelines. You will be notified of the status of the application and the necessary steps to secure your final permit. Your permit may require the payment of cost recovery charges and proof of liability insurance naming the United States of America as also insured.

Enter either a social security number OR a tax ID number: we do not require both.

Applicant Name:	Applicant Company:
Social Security #:	Tax ID #:
Street/Address:	Street/Address:
City/State/Zip Code:	City/State/Zip Code:
Telephone #:	Contact name:
Cell phone #:	Telephone #:
Fax #:	Fax #:
Email:	Email:

Project name:	Telephone #:
Location manager:	Cell phone #:
	Email:

TYPE OF PROJECT: Still photography video/motion picture/film

Detailed description of onsite activities: (attach additional pages as necessary)

OMB Control No. 1024-0026
Expires 08-31-2016

LOCATION SCHEDULE:

Each date and each location must have an individual entry – use additional pages as necessary.

DATE	LOCATION	Start Time	End Time	Interior or Exterior	Activity: Set-Up/ Film / Non-Filming /Breakdown	# of cast & crew*

***number in this column should include all individuals present at the location**

Talent comprises anyone in front of the camera and includes, but is not limited to, actors, hosts, correspondents, presenters, park visitors, cooperators, volunteers, National Park Service and concessioner staff, etc.

Do you intend to utilize talent? Yes No

If yes, provide a full description of who they are and how they will be utilized:

Description of equipment including backdrops, sets, props, etc., to be added to or constructed on park lands:

_____

_____

ELECTRICAL REQUIREMENTS: (explain) _____

_____

Generator(s): No Yes, quantity _____ size _____

Lighting: None Reflectors only Yes

Explain: _____

Road Use: _____ Date/time: _____

Road closure requested? No Yes

Driving shots Drive-bys Tow shots Drive-ups & Away Wet down road

Camera/Equipment on Road Shoulder Camera/Equipment on median Other (explain)

_____

_____

CAMERAS (check all that apply)

Hand ___ Tripod___ Dolly___ Dolly w/track footage ___ Crane or jib arm ___ Arm footage ___

Portable crane___ Car mount ___ Camera car, shot maker, or process trailer ___

OPERATIONAL INFORMATION:

Vehicles:

Number of Cars, SUVs or light pick-up trucks _____

Number of Vehicles greater than a 10,000 lbs. (class 3 or higher)_____

NOTE: Large or oversized vehicles may not be able to be accommodated or additional steps may need to be taken to ensure that no damage to park resource occurs.

BASE CAMP LOCATION: (attach diagram): _____

SPECIAL ACTIVITIES

INVOLVEMENT OF MINORS:

Children: None Yes # of Children _____ Age Range _____

LIVESTOCK and/or TRAINED ANIMALS:

Number and type of animal: _____ Manner of transportation: _____

Staging/corralling needs (attach plan if necessary):_____

AIRCRAFT: No Yes (explain)

NOTE: All aircraft use over park lands should be listed. Landings must be specifically requested and approved as a condition of your permit.

SPECIAL EFFECTS (including weapons, pyrotechnics, etc): No Yes (identify)

Effects Technician Name: _____ Phone # _____

License # (if applicable) _____ Permit # (if applicable) _____

STUNTS: No Yes (explain)

Coordinator _____Phone #_____ Email_____

Any other unusual or hazardous activities? No Yes (explain)

Have you physically visited the requested area? ☐Y ☐N

When answering yes to any of the following questions, provide additional information:

Do you have, or are you applying for, a permit with another Federal, State or local agency for this activity ☐Y☐N

Have you had previous permits from the National Park Service? ☐Y☐N

Have you ever been denied a permit or had a permit revoked? ☐Y ☐N

Have you forfeited a bond or other security for filming on Federal lands? ☐Y ☐N

Are there any pending investigations against you which involve a commercial filming permit ☐Y ☐N

Do you plan to advertise or issue a press release about this activity? ☐Y ☐N

Do you anticipate any security concerns? If yes, explain. ☐Y ☐N

You are encouraged to attach additional pages with information useful in evaluating your permit request including: story boards or scripts, set construction, parking plan, security plans, sanitary facilities, crowd control, emergency medical plan, off-road activity, trail use, use of any building and site clean-up.

PROJECT ADMINISTRATION:

Are you applying for this permit on behalf of another person or company? ☐Y ☐N

If yes, provide a full description (including contact information) of all other individuals/companies involved with this project (attach additional sheets if needed):

CONTACTS:

Person on location responsible for adherence to all terms & conditions of the permit:

Name: _____ Title: _____

Phone: _____ Cell Phone: _____ Email: _____

Person on location responsible for coordinating activities with the NPS:

Name: _____ Title: _____

Phone: _____ Cell Phone: _____ Email: _____

Person at the company office to contact for follow up information and billing:

Name: _____Title: _____Phone: _____

Email: _____

I hereby state that the above information given is complete and correct, and that no false or misleading information or false statements have been given. All estimates are reliable to the best of my knowledge and I have the full authority to represent the applicant/production company and the project described above.

Signature _____ **Title** _____ **Date** _____

Company Name _____

****

Note: this is an application only, and does not serve as permission to conduct special activity in the park. The information provided will be used to determine whether a permit will be issued. Send the completed application along with the application fee in the form of a cashier's check or money order made payable to **National Park Service** to *Randall Becker, Supervisory Park Ranger* at the Park address found on the first page of this application.

If your request is approved, a permit containing applicable terms and conditions will be sent to the person designated on the application. The permit must be signed by the responsible person and returned to the park for final approval by the Park Superintendent.

Credit Card Authorization: All credit card information is protected under the Privacy Act.

Name as it appears on the card (print clearly): _____

(Circle One): VISA MasterCard Discover

No. _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ Exp. _ _ / _ _ (Month/Year) Security Code _ _ _ _

Total Amount Authorized: $_____

Notice to Customers Making Payment by Personal Check: When you provide a check as payment, you authorize us either to use information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction. When we use information from your check to make an electronic fund transfer, funds may be withdrawn from your account as soon as the same day we receive your payment, and you will not receive your check back from your financial institution.

NOTICES

Privacy Act Statement: The Privacy Act of 1974 (5 U.S.C. 552a) provides that you be furnished with the following information in connection with information required in this application. This information is being collected to allow the park manager to make a value judgment on whether or not to allow the requested use. Applicants are required to provide their social security or taxpayer identification number for activities subject to collection of fees and charges by the National Park Service (31 U.S.C. 7701). Information from the application may be transferred to appropriate Federal, State, and local agencies, when relevant to civil, criminal or regulatory investigations or prosecutions.

Paperwork Reduction Act Statement: We are collecting this information subject to the Paperwork Reduction Act (44 U.S.C. 3501) to provide the park managers the information needed to decide whether or not to allow the requested use. All applicable parts of the form must be completed in order for your request to be considered. You are not required to respond to this or any other Federal agency-sponsored information collection unless it displays a currently valid OMB control number.

Estimated Burden Statement: Public reporting burden for this form is estimated to average 30 minutes per

response including the time it takes to read, gather and maintain data, review instructions and complete the form. Direct comments regarding this burden estimate or any aspects of this form to the Information Collection Clearance Officer, National Park Service, 1849 C Street NW (1237), Washington, D.C. 20240.

Title 18 U.S.C. Section 1001 makes it a crime for any person knowingly and willfully to make to any department or agency of the United States any false, fictitious, or fraudulent statements or representations as to any mater within its jurisdiction.