

LINCOLN HEIGHTS CUSTOMER SERVICE CENTER

FILMING CONDITIONS & REQUIREMENTS

LINCOLN HEIGHTS OFFICE PROPERTY

- 1.) No filming in the Manager's Office.
- 2.) No filming in any area of repair work or operating activities that the manager or his representative determines would conflict with or delay such work.
- 3.) Customer Service Center operation and maintenance activities may take precedence over film company activities as determined by management.
- 4.) No partitions will be removed or modified (must have manager's approval).

FILM PERMIT

- 1.) All proposed film locations must be on the permit, or no filming will be allowed. Scenes shall not identify Customer Service Center or DWP insignia/seals.
- 2.) All walkways, doorways, and pathways will remain unobstructed at all times. If wiring is on the ground, pedestrian crossovers must be used.
- 3.) All hazardous material, such as oils, paints, sprays, etc. will not be used inside the building. Stucco, cement, plaster or any other materials that cause excessive amounts of dust are not allowed.
- 4.) There shall be no drilling, cutting, painting, digging or welding to or on any office equipment.
- 5.) All expended shell casings and "zirks" must be cleaned up when filming for the scene in which they are used is completed. If necessary, filming may be suspended until the shell casing and "zirks" are cleaned up.

FILM PRODUCTION COMPANY

- 1.) Production companies will repair, refinish, and restore all damaged surfaces or equipment to original condition.
- 2.) Production companies shall provide all their own electrical services and portable restroom facilities for their crews.
- 3.) All set(s)/props will be self-supporting, do not anchor them from the building walls or floors.
- 4.) Production companies are not permitted to use any Department equipment (fax mach., phones, computers, copy mach. brooms, mops, trashcans).
- 5.) Production companies must clean all areas that they occupied (A cleaning deposit maybe required). If trash is to be left on property over night, it must be stored in a closed metal or hard plastic container.
- 6.) If excessive amounts of debris are found in areas of filming, an immediate clean up will be mandated. If necessary, filming may be suspended until the area in question is cleaned.
- 7.) All production companies will be responsible for the conduct of all cast and crewmembers. All cast and crewmembers will honor off limit areas.

FILM PRODUCTION COMPANY (Continued)

- 8.) Pets are not allowed on DWP property. Only "permitted" animals that are part of the "scene" will be allowed on DWP property, with prior approval from the Office Manager. "Permitted" animals shall include "Seeing Eye" dogs for the disabled. Failure to abide by this rule shall result in the immediate removal of the animals in question as well as the person or persons responsible for animal being on the property.
- 9.) All production company personnel must park their personal vehicles in areas that are designated for film crews to park. Parking in an unauthorized areas shall be cause to have the offending party, immediately, removed or barred from the property.
- 10.) The production companies shall have signs posted showing directions to areas approved for crew parking as well as to film site.
- 11.) Production companies may provide their own security for equipment in the station (Security personnel are not to carry firearms on their person while on Department property).

DEPARTMENT WIDE POLICIES & PROCEDURES

A Primary Filming Monitor will be the person all film crews will communicate with, if you should need any provisions or have any questions during your filming project at the facility (Please do not disturb the Superintendent or other supervisors).

- There will be a DWP monitor(s) on duty at every film or photo shoot (number of monitors will be determined on the tech. scout).
- Security will remove any member of the cast or crew who becomes verbally or physically abusive.
- No alcoholic beverages allowed on DWP property (NO EXCEPTIONS).
- No smoking is permitted on DWP property (except designated areas).
- No weapons allowed on DWP property (guns, knives, etc.).