

**NATIONAL PARK SERVICE
Jefferson National Expansion Memorial
11 North Fourth Street
St. Louis, Missouri 63102-1882**

**GUIDELINE FOR FILMING AND PHOTOGRAPHY AT
JEFFERSON NATIONAL EXPANSION MEMORIAL**

INTRODUCTION

Jefferson National Expansion Memorial is a unit of the National Park Service (NPS) consisting of 91 acres and includes: the 630-foot stainless steel Gateway Arch and grounds; the historic Old Courthouse; and Luther Ely Smith Square (park between the Arch and Old Courthouse) (see enclosed map). The park was established in 1935 to commemorate St. Louis' role in the westward growth of the United States between 1803 and 1890.

National park areas are managed under regulations, management policies and guidelines. Management of the National Park System includes not only tangible features such as animals, plants, trails, and historic buildings, but also the intangible values such as solitude, scenery, historic significance, and clean air. The purpose of this guideline is to ensure that the NPS filming and photography policy is administered in a fair and consistent manner when attempting to accommodate such requests.

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 wild life therein and to provide for the enjoyment of the same in such manner and by such means as will leave them unimpaired for the enjoyment of future generations." (U.S.C., Title 16, Sec. 1)

It is the policy of Jefferson NEM to accommodate filming and photography when and where possible, while adhering to this mandate; therefore, primary consideration will be given to potential resource damage and to anticipated disruption of normal public use.

The following guidelines are established by the Superintendent of Jefferson National Expansion Memorial as they relate to filming and photographic activities within the park:

Generally, permits 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.
- NPS filming or photography, Department of the Interior Audio-visual Center filming or filming/photography done pursuant to a cooperative agreement or contract.

A PERMIT IS REQUIRED IF THE FILMING, VIDEO TAPING, SOUND RECORDING OR STILL PHOTOGRAPHY INVOLVE PRODUCT OR SERVICE ADVERTISEMENT; OR THE USE OF MODELS, SETS, OR PROPS; OR WHEN THE FILMING, VIDEO TAPING, SOUND RECORDING, OR STILL PHOTOGRAPHY COULD RESULT IN DAMAGE TO PARK RESOURCES OR SIGNIFICANT DISRUPTION OF NORMAL VISITOR USE. (See attached Handout further defining NPS' policy on Still Photography.)

Requests for filming or photography permit may be denied if:

- in the opinion of the Superintendent or his/her designee, the filming activity requested (1) represents a potential for harm or impact to the park's natural, cultural, or recreational resources, (2) could create health or safety risks, or (3) could 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 the 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 would allow activities not permitted to the average visitor.

PERMIT PROCEDURES

Application Fees

There is a required **non-refundable** permit application fee of **\$100.00** (check made payable to the National Park Service), whether a permit is issued or not.

Location Fees

Since there are currently no location fees charged for filming in national park areas, permittees may make a donation to help protect park resources and enhance park operations. If you wish to make a donation, please make your check payable to Jefferson NEM and enclose it with a letter indicating that the money is to be used to offset current operating costs at the Memorial.

1. Filming/Photography Permits - are issued for photography, filming, and associated sound recording only if the protection of resources can be assured and there is no significant disruption of normal visitor uses. Film/photography permits are required when they involve product or service advertisement, models, professional crews and casts or set dressings.

All filming and photography activities are coordinated through the park's Management Assistant in the Park Permits Office at Jefferson NEM, 11 North Fourth Street, St. Louis, Missouri 63102, telephone 314-655-1600; Fax 314-655-1640. Applications may be requested in person, by telephone, fax, or letter.

To apply for a permit, the attached application form must be completed and submitted to the Park Permits Office, allowing sufficient time for evaluation by the park staff before the start date of the planned activity in the park. **Please remember to enclose your check or money order for \$100.00, made payable to the National Park Service to cover the non-refundable application fee.** Your request will be evaluated on the basis of the information in your application; therefore, you are encouraged to attach maps, diagrams, script pages or storyboards to assist the park staff in evaluating your request.

When submitting your application, please allow time for the permitting/authorizing process. For simple projects, most can be processed within 3 working days. Requests which involve multiple locations, complex logistics or coordination with other visitor activities will require a minimum of 5 working days to process. Projects which require environmental or cultural resource evaluation must be submitted not less than 2 weeks before the start of proposed activities.

2. Conference/Site Scouting - will be scheduled for **major productions only** with the park Superintendent, Management Assistant and the potential permittee after the application has been received and reviewed. A visit to all potential filming sites in the park will usually be made at this time. By the end of the meeting, the Management Specialist (permit coordinator) should have sufficient information to prepare the permit once the project has been approved. The completed permit will detail the activities and locations 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.

3. Costs - incurred by the NPS in conjunction with accommodating the permitted activity will be reimbursed by the permittee. Administrative costs and estimated costs for activities on site will be calculated and must be paid when the permit is approved. If any additional costs are incurred, the permittee will be billed at the conclusion of the permit.

All costs of evaluating the request will be billed to the applicant, whether a permit is issued or not. 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 permit.

The applicant or permittee is required to notify the NPS of any delays or schedule changes at least 36 hours in advance, or as specified by the Superintendent. 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 a performance posted bond at the time of application, or through a bill for collection presented at any point after initial contact.

4. Sharing the Park - A filming or photography permit does not allow the permittee to restrict park visitors from any location; therefore, sites which attract large numbers of visitors should be avoided during the park's peak-use hours. Normal visitor use patterns cannot be interrupted for long periods,

and only then as specified in the approved permit. Film/photography permit activities may not occur simultaneously with other permitted activities or unduly conflict with scheduled public activities. Visitors will not be restricted from watching filming.

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

5. Restriction and Conditions - will be enumerated in the permit. The following activities are restricted and must be approved on a case-by-case basis: 1) use of children or animals, 2) discharge of blank ammunition, 3) mechanical or pyrotechnic special effects, 4) stunts, 5) amplified music or sound, 6) placing of large set dressings, 7) filming photography inside interiors of government administrative work areas, 8) film equipment or activities on walkways, 9) access to closed areas or access to areas during non-public 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 employee assigned to the permit.

Please note that the permit does not include authority to film or photograph individuals. This includes the general public, employees, or non-government contractor personnel working in the area. Model releases are the responsibility of the permittee.

General Liability Insurance

If your request is approved, a certificate of insurance **may** be required showing you have general liability coverage in an amount sufficient to protect the National Park Service. This is usually an amount between \$500,000 to \$1,000,000. **This certificate must name the United States Government, National Park Service, as an additional insured.**

Bond Requirement

In addition, certain activities **may** trigger the need for the permittee to post a performance bond. A performance bond may come in various forms--for example, a cashier's check, certified check, irrevocable terms of credit, or a similar negotiable instrument. The amount of the bond will be equivalent to the estimated cost to the NPS for clean up, repair or rehabilitation of resources or facilities that could potentially be impacted by the permit activities. It will also cover any unpaid costs incurred as part of the project. At the conclusion of the permit, the bond will be returned to the permittee after unpaid costs and clean up, repair or rehabilitation costs are deducted.

Certificates of insurance and/or performance bonds are usually limited to major or unusual productions.

6. Closures - Permit activities may be restricted based on weather or seasonal conditions (fire danger, standing water after rain, etc.). Additional closures, use limits and/or restricted activities are listed in the Superintendent's Compendium.

7. Prohibited Activities - Activities which have potential to damage or significantly impact and/or alter park resources are prohibited. The following restrictions also apply:

1) motorized vehicles of any kind are not permitted on the grounds, unless specifically authorized, 2) nothing may be affixed, in any way, to park property, including trash receptacles, light poles and trees, 3) since an underground sprinkler system is in place throughout the park grounds, nothing may be put into the ground without prior authorization, 4) **no** generators are allowed on park grounds. Since electrical power is unavailable on the Arch grounds, we recommend filming be self-contained, e.g., lights, cameras and sound equipment be battery-operated.

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

Sidewalks, steps, halls, etc., may not be blocked with people and equipment as the Memorial is open to the public and must remain accessible to all visitors. To avoid creating tripping hazards, all cords/cables **must** be covered by mats (taping is not permitted). In addition, persons and equipment must remain outside roped off exhibit areas, and filming must not interrupt or hinder visitor activities or ranger-led programs taking place at the time.

8. 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, or if there is a clear danger to public health or safety.

For additional information, please contact the Park Permits Office at 314-655-1613.

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