

Application and Permit Process

Obtaining a Filming Permit

The following guidelines list a few key items that should help facilitate an understanding of the needs and requirements to obtain a filming permit and to expedite the process for the film/photo industry as well as the Forest Service:

Initial Contact

At least 10 days to 3 weeks prior to the proposed filming date or photo shoot, the production company and/or location scout should contact the Forest Service office to describing the type of location desired for filming and the activity or effect to be captured on film or print. The Special Use Administrator may suggest areas which have the “look” desired which could help save the company hours and perhaps days of scouting. If the proposed activities are incompatible with the area resources or Forest policy (such as, inappropriate use of off-highway vehicles), an explanation will be given as to why the proposal is unacceptable and possible alternatives will be discussed.

Forms

An SF-299 Form should be completed. In addition, a Special Use Request Form may be filed. (See attached Photography & Filming Request Form). On the form, list the number of people to be involved on-location, a schedule of times, dates and locations of operations, and a list of all equipment, chemicals, and other materials that will be transported through the Forest and be available on-location. A script or story board and a thorough, written description of the project should be included with the request.

Insurance

Written proof of insurance must be provided along with your request in the form of the entire policy or a Certificate of Insurance (COI) for which the policy has been reviewed, assigned a number and placed on the Master Insurance List. The policy must name the United States government as additional insured and provide for thirty (30) days written notification of cancellation (see attached Insurance Requirements).

Checklist

The checklist is also a good tool to provide with the request form so that the applicant can be sure they have included all of the requirements. This is also a very helpful tool for the special use administrator to use to process quickly and obtain approval from the Authorized Officer (See attached checklist).



PHOTOGRAPHY & FILMING REQUEST

Shawnee National Forest

| | |
|---|--|
| Date: | Project Title: |
| Company: | Production Date(s) (Include alternative dates): |
| Authorized Company Representative: | Primary Contact/Title: |
| Address: | Phone: |
| Phone: | Backup Contact/Title: |
| Fax: | Phone: |

I. Production Information:

TYPE:

Still Photography Commercial TV Movie TV Episodic Feature Film

Music Video Corporate Video Documentary Other _____

PROPOSED LOCATION(S) (Including size of area to be used, legal description):

Total number of people on location:
(include actors, crew members, etc.)

Set Up (date, length of time, time of day)

Production (start/stop):

Breakdown and restoration (start/stop)

STUNTS/SPECIAL EFFECTS PROPOSED:

Pyrotechnics Hazardous Materials Riparian Area Aerial Stunts

Domestic or Wild Animals Developed Recreation Site Other

Special Request information:

Wilderness Use of aircraft (type, time of day, flight pattern)

Weather Other

II. Description of Activity:

(Include map of area, proposed ground disturbing activities, attach narratives and story boards of action in full description needed).

Include Parking plan (vehicles, equipment, aircraft)

Include Staging plan (dressing rooms, catering, portable restrooms, etc.):

III. Description of Equipment:

| | | | | |
|----------------------------|-------------------|-------|-------------|-------|
| EQUIPMENT DETAIL(numbers): | | | | |
| _____ | GENERATORS | _____ | CARS | _____ |
| _____ | TRUCKS | _____ | RVS | _____ |
| OTHER | | | | |

Action involving vehicles and/or equipment:

Props proposed:

Traffic and safety control/special closures measures needed: (have you obtained permission to use improvements not owned by/under the jurisdiction of the United States Government, i.e. structures, roadways, etc.)?

| | |
|-----------------------------|-------------|
| Applicants Signature: _____ | Date: _____ |
|-----------------------------|-------------|

| | |
|--|--|
| <p>To be completed by the Forest Service:</p> <p>Fees Photography/Filming Land Use Fee: _____</p> <p>Permit Preparation/Monitoring Cost: _____ (See attached financial plan)</p> <p style="text-align: right;">Total Amount: _____</p> <p>Certification of Insurance Received: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Bonding: Required: <input type="checkbox"/> Yes <input type="checkbox"/> No Amount: _____ Received: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Concessionaire/Permittee Coordination Required: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Other Landowner/Agency Coordination Required: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><small>Last Update 10/17/2001</small></p> | <p>Land Use Fee Schedule</p> <p>Minimum Special Use Fee is \$50.00/\$150</p> <p>Still Photography</p> <p>1-10 persons \$50/day 11-30 persons \$150/day 30+ persons \$250/day</p> <p>Other Filming</p> <p>1-10 persons \$150/day 11-30 persons \$200/day 31-60 persons \$500/day 60+ persons \$600/day</p> <p>Certificate of Insurance Required See attached insurance requirements</p> |
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Checklist for Photo and Filming Request

This checklist will help to insure your request form will be complete and detailed.

- ❑ Make preliminary phone contact with the Forest Service as early as possible to obtain information and coordinate with appropriate contact.
- ❑ Describe the needs and type of location desired for filming.
- ❑ Submit a Photography & Filming Request Form, at least 5 to 10 days prior to desired shoot date.(if required) (Shorter timeline request will be done on a case by case basis).
- ❑ List the number of people to be involved on location in the request for, as this pertain to the land use fee calculation.
- ❑ Provide a time schedule including dates and locations of operations, set-up and take down.
- ❑ List all vehicles, equipment, chemicals, and other materials that will be used or transported.
- ❑ Script or storyboard and a thorough, written description of the film project should be included with the filming request form.
- ❑ Certificate of Insurance or Policy (Insurance instructions are included with the filming request form).
- ❑ Documents showing coordination between other parties, such Location Agreements, Permits necessary from County, Department of Transportation, private landowners, other permittees.
- ❑ Performance Bond or other acceptable methods of surety **if deemed required**.
- ❑ All fees are due and payable, preferably by cashier's check or money order, prior to filming (usually when permit is signed). Fee payments should be made payable to "USDA Forest Service".

- The permit, and the Financial Plan or Collection Agreement, must be signed by an authorized production company representative. Proof of authorization to execute documents by a location manager on behalf of the company must be provided.

USDA Forest Service Insurance Requirements

The following insurance guidelines are provided to show why insurance requirements are necessary and how the Certificate of Insurance needs to be prepared to meet the agency direction.

The Special Use Permit requires the Permittee to indemnify the United States against any liability for damage to life or property arising from the occupancy or use of National Forest System Lands. The Permit requires the Permittee to have the insurance company name the *United States Government* (Forest Service) as an additionally insured party. In addition, the Certificate of Insurance and the insurance policy shall contain a specific provision to the effect that the policy shall not be cancelled or the provisions changed or deleted before thirty (30) days written notification by the insurance company to the *U.S. Government, c/o USDA Forest Service*.

A Certificate of Insurance must be presented to the Forest Service before a Special Use Permit will be issued. For long-term or high risk projects, the Authorized Officer may require that a copy of the actual insurance policy be furnished before the permit is issued.

The following acceptable additional insured clause shall be shown in verbatim on the face of the Certificate of Insurance or Binder and, as a clause or an endorsement in the insurance policy:

"It is understood and agreed that the United States Government is additional insured solely as respects liability arising from operations of the named insured."

In addition, the following 30 day clause is also mandatory and shall be shown in verbatim on the Certificate of Insurance as well as in the insurance policy:

"It is understood and agreed that the coverage under this policy will not be changed or its provisions changed or deleted before thirty (30) days written notice to the United States Government, U.S. Department of Agriculture, Forest Supervisor, Shawnee National Forest, 50 Highway 145 South, Harrisburg, Illinois 62946."

United States Government, c/o USDA Forest Service, Shawnee National Forest shall be listed in the certificate holder box.

If these clauses are not on the Certificate of Insurance in verbatim, and are not in the insurance policy or on an endorsement as stated above, a Special Use Permit will NOT be issued.

The amount of insurance required will depend on the degree of risk involved. The Forest Representative administering the special use permit will inform the prospective permittee of the required liability coverage necessary, such as: (coverage shown minimums)

- (1) \$ 10,000 Property Damage
- (2) \$100,000 Death or injury to One Individual, and
- (3) \$300,000 Death or injury to more than One Individual
- (4) \$300,000 Combined Single Limit (CSL)

Commercial Filming Fees

Minimum Fee is \$50.00 for still photography and \$150 for commercial filming. All fees, including administration fees, monitoring and land use fees, are due and payable, preferably by cashier's check or money order, prior to filming (usually when permit is signed). Fees should be payable to "USDA Forest Service".

Land Use Fee

The land use permit fee is based on the number of production employees and number of days required to complete the filming.

Commercial Still Photography basic fee per day rate when a permit is required is as follows:

| | |
|----------------|--------------|
| 1 - 10 persons | \$ 50.00/day |
| 11-30 persons | \$150.00/day |
| 31 or more | \$250.00/day |

Motion Picture and Uses and Television Production basic fee per day rate is:

| | |
|-----------------|--------------|
| 1 - 10 persons | \$150.00/day |
| 11 - 30 persons | \$200.00/day |
| 31 - 60 persons | \$500.00/day |
| 61 - or more | \$600.00/day |

Monitoring Fee

The production company **may be** required to pay for a Forest Service Film Monitor during filming. The film monitor will be the Authorized Officer's

representative in approving or disapproving proposals which occur during filming and will also have the authority to terminate the permit for noncompliance. If a Forest Service Film Monitor is to be provided, a financial plan or a collection agreement between the Forest Service and the production company will be provided to cover the salary and mileage of the Film Monitor may be required.

Performance Bond

A bond or other acceptable method of surety **may be** required if the proposal has a potential of resource damage or would require a major clean-up effort, such as removal of constructed set, use of special effects, vegetation rehabilitation, etc. The Forest Service will determine if a bond is required on a case-by-case basis.

Use of Forest Service (FS) Insignia (Shield)

What are our responsibilities in filming permit situations when the Forest Service is being depicted in any manner? For commercial filming permits (i.e. movies or T.V. productions, commercials, etc.) there are some special items that we need to know. In 36 Code of Federal Regulation, Forest Regulation, Chapter 11 the FS Shield has been established as the official Forest Service insignia. The 18 US Code 701 states that “it’s a violation of federal law to use the Forest Service shield without permission.” We need to be assured that the Forest Service insignia is depicted legally and correctly and that no product promotion is implied.

This means that anytime the Forest Service shield is used or replicated, the user needs to get permission from the Forest Service. When a film/video company wants to portray Forest Service employees or show the shield, (such as on vehicle, sign, uniform, etc.) the Regional Office, Public Affairs should be consulted.

1. They must review the script and approve it or negotiate changes.
2. They will provide written permission for use of the Forest Service insignia.
3. The Forest Service monitor will be present on the set when the Forest Service or the shield is portrayed in the filming to ensure proper portrayal is met.

If the production company wants to use the Forest Service insignia, or portray Forest Service employees, they will need to address this when filling out the Photography and Filming Request.

Who Can Sign?

An Authorized Production Company Representative may sign the permit, the financial plan or collection agreement if required. Proof of authorization to

execute documents on behalf of the company must be provided. If the president of the company is unavailable to sign, a letter of authorization must accompany the location scout or the individual who is represented to sign the document(s). Usually this is the Unit Production Manager.