

JOHN FERRARO BUILDING (JFB)

FILMING CONDITIONS & REQUIREMENTS

JFB PROPERTY

- 1.) Filming on the helicopter port is not permitted.
- 2.) Filming on/from the ledges of the building is not permitted (includes actors standing on the ledge).
- 3.) All equipment, sets/props used by the production companies must adhere to the weight limits of the property.
- 4.) All heavy equipment will be transported via freight elevator.
- 5.) All equipment will be stored in a pre-designated area, or left on production company trucks until it is needed.

FILM PERMIT

- 1.) All proposed film locations must be on the permit, or no filming will be allowed. Scenes shall not identify the John Ferraro Building or DWP insignia/seals.
- 2.) A tech scout must be conducted before filming projects can be approved.
- 3.) Any changes to the agreed conditions on the final permit must be approved by the Building Manager.
- 4.) All proposed filming locations must be listed on the filming permit, or filming will not be allowed.
- 5.) No plaques, pictures, emblems, or any real property will be removed from the walls of the building. (May be covered with prior approval from the building manager).
- 6.) Floor and ground runners must be utilized at all times to protect walls, personal belongings, and flooring surfaces, from damages by carts, dollies, or wheeled implements. Gaffer tape must be utilized to secure the floorboards.
- 7.) All walkways, doorways, and pathways will remain unobstructed at all times. If wiring is on the ground, pedestrian crossovers must be used
- 8.) The production companies are not allowed to start working until filming permit has been approved and received by facility supervision. All filming activities will start and end at the permit-stated time.

FILM PRODUCTION COMPANY

- 1.) The production companies are not permitted to use any Department equipment (fax mach., phones, computers, copy mach., brooms, mops, trashcans, trash bins).
- 2.) Production companies must clean all areas that they occupied. A cleaning deposit may be required before filming project is approved (DWP custodial staff can be assigned to the project at production company expense).
- 3.) The production company will be responsible for the conduct of all cast and crewmembers. All cast and crewmembers will honor off limit areas.

DEPARTMENT WIDE POLICIES & PROCEDURES

The JFB is open for filming on the weekends and in some cases on weekdays after business hours (6:00p.m. only with prior approval from the building manager). The exterior (podium area) is available on a case-by-case basis during the week at any time.

The JFB's Main Lobby and A-level areas are used on a daily basis. Please check the facility calendar for availability or call the film coordinator's office.

DEPARTMENT WIDE POLICIES & PROCEDURES (CONT.)

Parking will be arranged through the parking office. Payment for the use of the parking areas will be paid directly to the parking office.

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.).