



## **Rules and regulations Governing the Form, Time, and Location of Film Activity**

Advance Notice – Applicant/permittee will be required to submit a permit request at least two (2) working days prior to the date filming activity is to occur. If such activity interferes with traffic or involves public safety hazards, an application may be required at least four (4) working days in advance.

Turn Around Time – The turn around time to issue a film permit depends on the complexity of the filming requested. Generally it takes 48 hours. Factors that could increase the review time include complicated filming, gunfire, filming on City owned locations, posting of “No Parking” signs, Intermittent Traffic Control (ITC), or road closures. Conversely, if you have a very simple filming activity, it may take less time.

Property Owner Permission – Applicant/permittee is required to obtain the property owner’s permission, consent, and/or lease for use of property not owned or controlled by the City of Moreno Valley. ***Attach signed permission sheet to the permit application form.***

Insurance and Endorsement Requirements – Before a film permit is issued, a Certificate of Insurance naming the City of Moreno Valley, the Moreno Valley Community Services District and the Redevelopment Agency of the City of Moreno Valley as an additionally insured with a policy of at least \$1,000,000 must be on file with the Film Office. If there is aerial work then a \$10,000,000 policy must be submitted. The insurance certificate by itself only provides a summary of the insurance afforded from the insured. The City of Moreno Valley also requires an Insurance Endorsement page certifying the Certificate. The endorsement must also name the City of Moreno Valley, the Moreno Valley Community Services District and the Redevelopment Agency of the City of Moreno Valley as the Endorsement Holder. The Endorsement must also provide the General Liability policy number that corresponds to the Insurance Certificate as well as language stating that the General Liability is primary insurance.

Filming on City Owned Property – Permission to film on any City Owned property can be obtained by calling the Film Office. The film permit coordinator will act as the liaison to coordinate with the rest of the City of Moreno Valley departments.

Filming Hours – Normal filming hours are from 7:00 a.m. to 10:00 p.m. Any request for filming outside these hours may require a signature survey showing significant support of the requested activity from the affected residents.

Students – Filming being produced by students to satisfy a course or curriculum requirement at an educational institution is exempt from the permit process (though not exempt from health/safety requirements or road closures). The student filmmaker must supply proof that he/she is currently enrolled if that information is requested by public safety personnel.

Non-Profits – Charitable organizations may be exempt from permit administration fees with submission of proof of non-profit status. A non-profit letter must be on file with the Film Office prior to filming approval.

Studio Filming – Filming that occurs inside a certified sound stage is exempt from the permit process. Filming that occurs on the property of a certified sound stage is exempt unless it is complex filming, such as filming that occurs outside of normal filming hours or that involves special effects.

Aerial Filming – Applicant/permittee is responsible for providing the Film Office with verification of FAA acceptance before any aerial activities can be placed on the film permit. Film Office will submit permit request to the Moreno Valley Fire Department staff that will review all permits and may require a fire officer to oversee the landing and/or refueling site. A 4,000-gallon water truck must be present at the landing area.

Street Parking – There is no cast or crew parking on the streets without permission from the Film Office. A designated base camp must be obtained by the production company.

Franchised Haulers – Applicant/permittee companies are required to use only approved Temporary Bin and Roll Off Box Haulers that have been franchised by the City of Moreno Valley. Information on Franchise Hauler(s) is available from the Film Office.

Permits – Any filming (except still photography) that occurs within the City of Moreno Valley requires a film permit. The only exceptions are news crews, family videoing, certified non-profit groups, students and filming that takes place entirely in a certified sound stage. We have streamlined the process to make it as easy as possible for you to get a film permit. The fastest way is to apply online by downloading the forms at [www.moreno-valley.ca.us/film](http://www.moreno-valley.ca.us/film). The permit application can also be faxed, mailed, or delivered to the Film Office in person.

Each permit is allowed up to 10 locations (over a time period of up to 2 weeks). Episodic television requires a new permit for each episode.

Posting of No Parking – If Applicant/permittee must park equipment or vehicles in zones that will not permit it, temporary ‘No Parking’ signs must be posted. Production must perform all posting. Posting may not be used for cast/crew vehicle parking. Base camps are designed for cast and crew parking. Applicant can rent parking space from private property owners or a commercial lot and have shuttles run back and forth between parking and filming location. Posting must be done two (2) days in advance of the requested date for it to be enforceable. ‘Road Work Ahead’ signs must be placed at each end of the posted area facing oncoming traffic. Any stairs to openings in equipment vehicles must be facing away from the road and may not impact traffic lanes. City Public Works staff will inspect all postings 48 hours in advance of filming and again at the onset of filming activity to ensure they are done in accordance with all rules.

Intermittent Traffic Control (ITC) – Applicant/permittee companies are required to use Moreno Valley Police Officers for any filming requiring ITC. ITC on roadways is limited to two (2) minutes maximum. ITC shall not occur more than once during any twenty (20) minute period. Production is responsible for ordering and paying of the required officer(s). Several conditions apply:

Production shall furnish and install advance warning signs and any other traffic control devices in conformance with the Manual of Traffic Controls, State of California Department of Transportation.

Traffic shall not be detoured across a double yellow line without prior approval of the City of Moreno Valley.

Unless authorized prior by the City of Moreno Valley, the camera car(s) must be driven in the direction of traffic and must observe all traffic laws.

Any emergency roadwork or construction, under permit or contract with the appropriate department, shall have priority over filming activities.

Road Closures – Various streets and roads may be closed to through traffic for filming. A detailed traffic plan must be submitted prior to the permit being approved. Consideration is given to the activity, type of road, volume of traffic, day and time of request, and other factors determining the feasibility of the closure. Advance warning signs and all other traffic control devices for approved closures must conform to the California State Department of Transportation W.A.T.C.H. manual. A traffic control plan must be submitted and approved before the final permit can be issued.

Notifications – Notification of residents and/or businesses within 500 feet of the filming location and associated activity is required a minimum of two (2) working days in advance of the first filming day. Complicated filming activities may require notification of additional areas to be determined by the Film Office. All notification is done by the Film Office and billed to applicant/permittee.

Signature Survey – Film Office may require a signature survey detailing the proposed filming activity. Applicant/permittee will be responsible for obtaining signatures of affected residents and/or businesses. The Film Office will provide the form. A significant majority of those surveyed must not oppose the filming for it to be permitted. All signatures must be on file with the Film Office prior to final permit being issued.

Monitor – If deemed necessary by the Film Office, a monitor will be assigned to an individual production at a cost billed to the production company. This includes filming that occurs on City-owned property, complicated filming activity, frequently filmed area, etc.

Payment – Applicant/permittee shall pay prior to issuance of permit or rider, all fees and deposits required by the permit. Typically this includes a business license fee, film permit fee and any other fees (police, fire, encroachment) as determined by the project. Applicant/permittee also agrees to pay within ten (10) days all subsequent charges for the use of a reservation, or city or county department(s) as a result of the permit. Payment can be made with cash, check or credit cards (Visa or MasterCard only). Credit cards may be accepted over the phone by the Film Office. The Film Permit Coordinator will route the Credit Card Authorization form to Moreno Valley's Cashier.

Riders – All revisions to the permit must be done by a rider and shall be approved in advance by both parties. Requests for a rider may be faxed in writing, emailed or over the phone. No handwritten changes on the permit will be effective.

Special Effects – Any filming activity that requires the use of flammable materials, explosive devices, or open flames is considered a special effect. The Film Office submits all permit requests directly to the Moreno Valley Fire Department for approval of all special effects. Applicant/permittee must also get a special effects permit from the Moreno Valley Fire Department. Special effects may require extensive notification to residents and businesses beyond the 500 feet to ensure all those potentially affected by the activity are notified. If deemed necessary by the Film Office, a signature survey may be required showing significant support of the requested activity from affected residents.

Police – Applicant/permittee companies are responsible for contacting, hiring and paying for Moreno Valley Police Officers if required by their permit. All Police Officers have the authority to enforce all filming permits issued within the city limits of the City of Moreno Valley. They are authorized to enforce, modify, or revoke a permit for safety reasons.

Fire – Production companies are responsible for contacting and hiring Fire Safety Advisors/Officers as determined by their permit. Film Office submits ALL permit

requests to the Moreno Valley Fire Department for review and determination of need for Fire Safety Advisors/Officers and water trucks.

Gunfire/Firearms – Gunfire or the brandishing of firearms must be identified in the permit request. This activity requires a Moreno Valley Police Officer be present to ensure safety and proper notification to appropriate law enforcement offices. Gunfire requires extensive notification beyond the standard 500 feet to ensure all those potentially affected by the activity are notified. If deemed necessary by the Film Office, a signature survey may be required showing significant support of the requested activity from affected residents.

Signage – All signs erected for filming purposes will be removed upon completion of the day's filming unless otherwise stipulated by the permit. If not removed within 48 hours, the City will remove them and may levy a fee upon production.

Restoration – Applicant/permittee shall restore site to the original condition upon completion of shooting unless otherwise approved by the property owner.

Production Report – After filming has been completed, a 'blank production report' may be sent to the Production company. The Film Office uses this report to assess the economic impact of production in Moreno Valley. Applicant/permittee is required to complete the report and return it to the Film Office.

Credits – If your production includes credits, the following must be included: "Filmed in the City of Moreno Valley."

Inspection – Applicant/permittee must allow inspection by City staff at any time. A copy of the approved permit must remain at the filming location.

Assignment – The permit is a license agreement and/or temporary use or encroachment permit and is not a lease. The permit is a personal, revocable and unassignable permission to perform the acts set out. It does not reserve or grant Applicant/permittee any interest in real property or other rights.

Compliance with Laws – Applicant/permittee agrees to comply with all applicable federal, state, and local rules, regulations and ordinances. Applicant/permittee agrees to obtain and keep in effect all permits and licenses required to conduct the permitted activities.

Authority to Stop/Cancel – If the permit terms are violated, the City of Moreno Valley may revoke the permit. In the event that an authorized representative of the City of Moreno Valley finds that the activities being conducted by Applicant/permittee unnecessarily endanger the health and safety of any person or that said activities are or will cause damage to real property, said representative, at their discretion may suspend or cancel this permit. The City of Moreno Valley reserves the right to cancel this permit at any time without

incurring liability to the permittee whatsoever. The Moreno Valley Police Department is the law enforcement agency for the City of Moreno Valley and may enforce all conditions of the permit and protect the health and safety of the citizens of the City of Moreno Valley.