

POLICY STATEMENT

FILMING & PHOTOGRAPHY in the Library

APPROVED BY: Richmond Hill Public Library Board

REVISED: April 29, 2004

1.0 Filming and Photography in the Library

Richmond Hill Public Library allows commercial filming and photography in the Library provided there is no disruption of library service or cost to the library and that the library's image and reputation are preserved.

Richmond Hill Public Library allows amateur photography and videotaping on library premises with permission of the Director of Public Services.

Library staff and customers may not be filmed without their permission.

Photography, filming and the use of all photographic devices are not allowed in the Library's washrooms.

Applicants of commercial film crews wishing to film must give at least two weeks' notice of their intent and must provide the Director of Public Services in advance:

- the administration fee (see Section 3.0)
- an insurance certificate to the value of \$1 million covering the duration of the film shoot and naming the Richmond Hill Public Library as the beneficiary
- a written synopsis of the film

Applicants of commercial film crews must have the Location Filming Permit (see attached) signed by the Director of Public Services before any filming can commence.

Applicants must adhere to Richmond Hill Public Library's Location Filming Guidelines/Fees and acknowledge The Richmond Hill Public Library in the credits.

The Richmond Hill Public Library retains the right to refuse any request for filming in the Libraries.

This policy does not apply to news and public affairs coverage of library events, activities and personalities. This coverage must be approved and arranged by the Director of Public Services.

2.0 Location Filming Guidelines/Fees

Food, beverages are not permitted in the library other than those purchased from the Coffee Cart

Smoking is not permitted in the library.

A library appointed custodian/security guard must be present during the film shoot; the applicant must cover any costs related to this service.

No major set construction or alteration of buildings is permitted.

All areas occupied in connection with the filming must be returned to their normal conditions in advance of normal library hours of operation.

Applicants must not make any connections to the electrical system other than through plugging into standard duplex receptacles. Covers from electrical panels or boxes must not be removed.

Applicants needing auxiliary sources of power must use silenced generators and suspend or cover all cables at their own expense.

Lighting is computer controlled at the Central Library and if changes in lighting are required the Library's operator must be hired at overtime rates and the applicant must cover any costs related to this service.

3.0 Fees

A \$300 Non-Refundable Administration Fee payable in advance at time of application.

\$1000 per calendar day (or part there-of).

Richmond Hill Public Library may reduce or waive the fee for non-commercial production agencies and public broadcasting institutions producing educational and public interest programs, including documentaries.

PUBLICITY & PUBLICATIONS

DATE
PERMIT NUMBER

location filming permit

This Permit is issued for the period _____ to _____ inclusive and for the locations hereinafter specified and subject to the Applicant complying with all of the relevant By-laws and the Terms hereinafter set forth, and shall be subject to cancellation at any time without notice.

FILM COMPANY: _____

ADDRESS: _____

CONTACT: _____ TELEPHONE: _____

PRODUCER OR CLIENT: _____

FEATURE TV PRODUCTION TV COMMERCIAL OTHER: _____

INSURANCE COMPANY: _____

Note: GENERAL COMPREHENSIVE PUBLIC LIABILITY INSURANCE in the amount of \$1,000,000.00 is required with the RICHMOND HILL PUBLIC LIBRARY named as an additional insured.

FILMING LOCATIONS	DATE	TIME

I/We hereby agree and bind myself/ourselves, my/our heirs, executors, administrators, or assignees to indemnify fully and save harmless The Richmond Hill Public Library and the Town of Richmond Hill, their officers, agents, officials, and employees from any and all actions, claims, demands, damages, loss or expense whatsoever arising from or incidental to the issuing of this Permit or the use of any Library.

The Applicant agrees to be bound by the Conditions specified on the reverse hereof.

Signature of Applicant: _____

Witnessed and Issued by: _____
Director of Public Services

NOTE: This Permit permits location filming only during the times and at the locations specified herein. Any change or extension of time or any change in location must be the subject of a new Application to the Director of Public Services.

CONDITIONS

- (a) A certificate of insurance for general comprehensive public liability for one million dollars, satisfactory to the Library CEO must be provided.
- (b) A filming company which will be filming for more than 4 hours in any RHPL location is to bring its own power generators.
- (c) Production crews will restore and clean the filming location at the end of each session of filming.
- (d) A description of the script, stunts or special effects, shoot
- (e) The applicant agrees to pay for any incremental costs incur