

POLICY AND PROCESS FOR FILMING ON STATE-OWNED PROPERTY GUIDE FOR PRODUCTIONS, LOCATION MANAGERS AND LOCATION SCOUTS

Once you know the state facility you would like to scout and film, complete the following steps:

NOTE: THE NMFO FACILITATES THE APPROVAL PROCESS FOR STATE-OWNED PROPERTIES AND BUILDINGS. HOLD REQUEST FORMS MUST BE SUBMITTED **14 TO 21 DAYS** PRIOR TO THE REQUESTED PREP DATES FOR THAT PROPERTY. TWO ORIGINALLY SIGNED CONTRACTS MUST BE SUBMITTED TO THE NMFO AT LEAST **10 TO 14 DAYS** PRIOR TO THE PREP DATES. THE EARLIER THE SUBMISSION, THE HIGHER THE PROBABILITY OF APPROVAL. REQUESTS MAY NOT BE REVIEWED OR CONSIDERED LESS THAN 10 DAYS BEFORE THE PROPOSED DATE CREW WOULD ENTER THE PREMISES.

1. CONTACT NEW MEXICO FILM OFFICE FOR PROPERTY INFORMATION or SCOUT

Contact Rochelle Bussey at the New Mexico Film Office (NMFO): 505-476-5604 or rochelle@nmfilm.com. Rochelle will facilitate the initial contact and/or scout with the appropriate state personnel. You will need to discuss your intentions, learn of any restrictions and determine feasibility of filming during your proposed time period with the contact provided. Please do not scout and photograph any state properties prior to contacting the Film Office. This will save everyone time and streamline the process.

Proceed to step two only when you are ready to commit to the location and before the deadlines mentioned above.

2. COMPLETE FACILITY HOLD-REQUEST FORM

An authorized representative of the Film Production Company (“Company”) completes the **State Facility Hold-Request** form, available online, with all pertinent and required information. This form is signed and submitted to the NMFO. This form is only a request to use the facility/property, not a contract.

The Film Office will determine the appropriate contact and channels of approval depending upon the agencies involved for that location. The Film Office then signs this form acknowledging the request and to create a queue in case another production is interested in the same location during the same requested dates.

If a second production company requests the same facility for the same dates held by the first company, the first company will be asked to commit. They will need to provide the following documents within five (5) business days or they will forfeit their location request:

- a. **State Location Agreements** (step five)
- b. **Certificate of Insurance** (step six)
- c. **Project funding, status and/or cast commitments**

3. SCRIPT ELIGIBILITY

Submit the synopsis of the project to Lisa Lucas, Sr. Manager of Production and Incentives, at lisan.lucas@state.nm.us and copy to Rochelle Bussey, Sr. Manager of Operations and Workforce Development Programs at rochelle@nmfilm.com. Production companies may be required to submit the complete script for review as part of the approval process.

4. SCHEDULE PRE-PRODUCTION SCOUT

All filming inquiries must be directed to the Film Office. After contacting the Film Office and prior to the issuance of any filming permits, the Location Manager or Company Representative is required to meet with the Building Manager or Designate of the Agency occupying the building to discuss production activity requests including, but not limited to, the following:

- *Proposed Filming Schedule;*
- *Night Filming Policy;*
- *Areas of Use;*
- *Special Effects;*
- *Stunt Work;*
- *Use of Weapons (real or simulated);*
- *Proposed Alterations/Modifications to facility (temporary or permanent) including, but not limited to, painting, removal/addition of materials (rugs, doors, etc), and treatments to floors, ceilings, walls and windows;*
- *Access to Utilities, including Procedure for Power Usage Billing;*
- *Security Costs and Procedures, including Special Staffing Requirements;*
- *Ascertain the current state of the facility*

Company must document in detail all proposed "Areas of Use" and alterations/modifications and submit this information to the NMFO. The specific terms of all approved "Areas of Use" and alterations and modifications will be incorporated into Schedules A and B of the final **Location Agreement**. NOTE: the contact designated for this scout may not have the authority to approve these conditions.

It is recommended to take "before-photos" at this time as they will have to accompany the Location Agreement.

5. LOCATION AGREEMENT & INTERNAL APPROVAL AUTHORIZATION

After the Film Office has discussed the conditions with the Company and the affected agencies, the Company will receive an agreement from the Film Office. Two originally signed contracts must then be submitted to the Film Office by the Company. The top section of Schedule C must be completed. This is the Film Notification Authorization Form which must be signed by all agencies involved prior to approval. The Film Office facilitates this process. To streamline this process, the Company should provide agencies and agency contacts with whom the Company has already discussed filming activities, if not already provided on the Hold-Request Form with the contracts. Again, all affected state agencies/tenants of the proposed facility must approve activities.

6. LOCATION AGREEMENT and INSURANCE CERTIFICATE

A minimum of 10 to 14 days prior to occupancy of facility, Company must acquire and deliver to the NMFO:

- Two fully executed state-issued **Location Agreements** signed by Company Producer/Authorized Representative
- A **Certificate of Insurance** naming the State of New Mexico as additional insured in the amount of One Million Dollars (\$1,000,000.00). The address is as follows: **Grantor - Attn: Lease Bureau, Facilities Management Division, PO Box 6850, Santa Fe, New Mexico 87502**

Company shall maintain all insurance coverage including without limitation Automobile Liability Insurance for owned, rented or non-owned vehicles, and Commercial General Liability Insurance with a limit of liability not less than One Million Dollars (\$1,000,000) per occurrence for bodily injury and property damage.

The NMFO will make every effort to obtain signatures from FMD within five (5) – seven (7) business days and will contact Company when the **Location Agreement** has been completed. (Information on certificate must correlate with production company information provided on the Agreement.)

NOTE: A Security Deposit may be required. Refundable deposits will be returned after all conditions have been met and the Location Release is approved.

7. SHOOT!

Have a great shoot! Please treat the tenants and public with respect and consideration. Their experience is important for future film companies to benefit from these locations. 😊

8. RESTORATION/CLEAN-UP

All alterations/modifications to facility must be restored by Company, within preapproved time parameters specified by Building Manager and Lead Agency, to the condition prior to Company's use, unless otherwise preapproved and in order to fulfill Company's **Location Agreement**.

9. FINAL INSPECTION/"FINAL WALK-THROUGH"

Building Manager or Designate will conduct a "final walk-through" with Company to determine that the Company has successfully completed restoration/clean-up. An NMFO representative will also attend walk-through when requested by either party. If site has been restored to the satisfaction of the agencies involved, all parties will sign a release form (**Schedule "D"**), completing the terms of the contract. If a refundable security/cleaning deposit was issued by Company, it will be returned once the **Location Release** is processed by the Film Office, which include "**after-photos**" provided by the Company.

Questions? Please contact Rochelle Bussey, Sr. Manager of Operations and Workforce Development Programs: 505-476-5604 or rochelle@nmfilm.com