

POLICY AND PROCESS FOR FILMING ON STATE-OWNED PROPERTIES

GUIDELINES FOR PRODUCTIONS, LOCATION MANAGERS AND LOCATION SCOUTS

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

NOTE: THE NMFO FACILITATES THE APPROVAL PROCESS FOR STATE-OWNED PROPERTIES AND BUILDINGS. THE EARLIER THE SUBMISSION, THE HIGHER THE PROBABILITY OF APPROVAL. REQUESTS MAY NOT BE REVIEWED OR CONSIDERED LESS THAN 3 business days (pending availability of location) BEFORE THE PROPOSED DATE CREW WOULD ENTER THE PREMISES.

1. CONTACT the NEW MEXICO FILM OFFICE (NMFO) FOR PROPERTY INFORMATION or to SCOUT

If a production is interested in scouting a [state building](#), the production must fill out the [NM State Property Scout Request Form](#) to begin the process. NMFO will facilitate the initial contact and/or scout with the appropriate state personnel. **Please do not scout OR photograph any state properties prior to contacting the NMFO.** This will save everyone time and will better 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 FILMING HOLD-REQUEST FORM

An authorized representative of the Film Production Company (“Company”) completes the [State Facility Filming Request Form](#), 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 3 business days (pending availability of location) or they will forfeit their location request:

- a. **State Facility Filming Request Form**
- b. **Before Pictures**
- c. **State Location Agreements** (step five)
- d. **Copy of notice sent to all occupants in the state building used for filming.**
- e. **Certificate of Insurance** (step six)
- f. **After Pictures**
- c **Project funding, status and/or cast commitments**

3. SCRIPT ELIGIBILITY

Submit the synopsis of the project to the NMFO film.info@state.nm.us. Production companies may be required to submit the complete script for review as part of the approval process.

4. SCHEDULE PRE-PRODUCTION SCOUT

All scout 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 NMFO, 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 required 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. 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 other documents required

A minimum of 3 business days (pending availability of location) prior to occupancy of facility, Company must acquire and deliver to the NMFO:

- Before Pictures
- A fully executed state-issued Location Agreement signed by Company Producer/Authorized Representative
- Schedule A of the Location Agreement
- Schedule B of the Location Agreement
- Schedule C of the Location Agreement
- 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

- Copy of notice sent to all occupants in the state building used for filming
- After pictures

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 3 business days (pending availability of location) 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.