



NM STATE PROPERTY SCOUT REQUEST FORM

Place an "X" for: **SCOUT** _____ or **TECH SCOUT** _____

This is a request to **scout** a state-owned building/property. Submit a separate form for each location. This is not a contract, however, covers the following:

- A minimum of 3 business days (pending availability of location) notice is recommended.
- If two productions request use of same property at a similar time, this form will create a queue of first "right of use".
- Upon receipt of this form, the NMFO will facilitate the internal approval process between agencies.
- If the production is interested in filing in this location additional forms will be required.
- If the production is interested in filming in this location additional forms will be required.

Email this completed form to film.info@state.nmfilm.com

1. NAME OF STATE-OWNED BUILDING OR PROPERTY: _____

2. ADDRESS: _____

3. AREA'S OF INTEREST (I.E. INTERIOR / EXTERIOR): _____

3. PROPOSED SCOUT DATE(S): _____

4. TIME(S): _____

5. NAME OF PRODUCTION: _____ # OF PEOPLE ON SCOUT: _____

6. CONTACT (NAME AND CELL PHONE #): _____

COMMENTS: _____

For use of the "Old Main" property only. Please initial after each statement.

New Mexico Corrections Industries Visitation Protocol For "Old Main"

- Submit all attendees' names and date of birth (as listed on individuals DL). _____
- Names will be forwarded to the PNM Warden for clearance of the property. _____

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- Approved names will be forwarded to the gate officer for entry. _____
- All attendees will have to sign a liability form. _____
- Prior to entry to the facility an email will be sent to the location manager that includes an explanation about personal items not allowed onsite. _____
- All visitors will remain at the gate once cleared for entry by the gate officer for a Corrections Industry staff member and/or a certified correctional officer. _____
- Any photography must be approved by the correctional officer conducting the tour and all photographs cannot be published without the express approval of the New Mexico Corrections Department. _____

AGREED BY PRODUCTION COMPANY:

Company: _____ Production: _____

NAME (PRINT): _____ Title: _____

Signature: _____ Date: _____

AGREED TO HOLD LOCATION, STATE OF NEW MEXICO: **Approved:** _____ **Not Approved:** _____

NMFO Signature: _____

Name (PRINT): _____

Title: _____

Date: _____

Reason for Not Approved:



Division Signatures :

Division: _____
Signature: _____
Name (PRINT): _____
Title: _____
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Division: _____
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Name (PRINT): _____
Title: _____
Date: _____



GENERAL SERVICES DEPARTMENT / FACILITIES MANAGEMENT DIVISION TO HOLD LOCATION,
STATE OF NEW MEXICO:

Division: GSD/FMD

Signature: _____

Name (PRINT): Cheri Lujan

Title: Real Property Manager/General Services Department

Date: _____

Or Designee

Signature: _____

Name (PRINT):

Title: _____

Date: _____