



## The City of Morgantown

389 Spruce Street  
Morgantown, WV 26505  
www.morgantownwv.gov

April 24, 2013

### **Mini Project Film Application and Code of Conduct**

If you use this application, instead of the full Motion Photography Production Permit Application, then you must be able to find fact in each of the following statements:

- I am not a large-scale production company.
- I will not have large production trucks or food vehicles (videographer transportation not included) at the shoot locations.
- I do not need traffic diverted or directed.
- I do not need parking spaces blocked off for my shoot.
- I do not plan to use pyrotechnics, open flames, welding, flammable or combustible liquids or gases, or aircraft.
- I do not plan to use any type of live weapon.
- I do not plan to use a motor vehicle inside a building.
- I do not require portable, mobile, or stationary power-generating equipment.
- I do not require the use of City equipment.

The City of Morgantown does not accept liability for any damages or issues that occur during the shoot if these guidelines are not followed without specific approved amendments or changes.

### **Code of Conduct Agreement**

All productions are expected to adhere to the Code of Conduct listed below or face possible revocation of its film permit or other action. "Mini Projects" are dubbed so due to their small scale; these applications will be expected to adhere to a briefed Code of Conduct, which follows.

When filming in a residential neighborhood or business district, proper notification is to be provided to each merchant or neighbor who is directly affected by the shoot at least 48 hours prior to filming. The filming notice should include:

name of videographer  
kind of production (e.g. feature film, campaign video, parade video)  
type of activity, and duration (i.e., times, dates and number of days)  
contact name and cell number.

Production vehicles arriving on location in or near a residential neighborhood (including the vehicle used to transport the videographer) shall not enter the area before the time stipulated on the permit, turning off engines as soon as possible. Engine idling is prohibited. Please adhere to the parking standards of the City and park in a legal space.

Illegally holding parking on streets not requested by permit is strictly prohibited.

Cast and crew, including parking PAs (production assistants) and other helpers shall refrain from the use of rude or inappropriate behavior when interacting with the general public. Crews should be polite and respectful.

Removing, trimming and/or cutting of vegetation or trees without proper authorization is prohibited by the Urban Landscape Commission.

Intermittent holding or redirection of vehicular traffic for picture is to be performed by Morgantown Police officers or Morgantown traffic agents only. Production Assistants and/or crew cannot hold or redirect vehicular traffic. A 13.5 foot emergency traffic lane must be maintained at all times. Keep these in mind when shooting from the street.

The videographer will comply at all times with the provisions of the filming permit. The Morgantown Police Department and the Morgantown Fire Marshal's Office have the authority to stop production for the day for violations of Morgantown and West Virginia laws and ordinances listed here:

- NFPA140
- City of Morgantown Municipal Code as it applies to pyrotechnics
- City of Morgantown Municipal Code as it applies to weapons
- City of Morgantown Municipal Code as it applies to Parking, Traffic, Streets

If you require any of these codes or plan to include any of the above in your film/video, please fill out the large-scale [Motion Photography Production Permit Application](#).

## **Your Permission**

*A copy of this directive must be distributed to all production crew and helpers. Failure to comply with the following directives may result in revocation of permit.*

### **Before the shoot**

Permit applications and schedules should be submitted to the Public Communications Office no later than 1 business day before the shoot.

Familiarize yourself with the neighborhood in which you're shooting. Be considerate of schools, churches, senior centers, funeral homes, etc.

Assure businesses that you will allow customer access and truck deliveries.

Use elastic bands or string, NOT tape, when posting resident letters or parking signs on trees.

All necessary permissions for government agency-run properties (i.e. Authorized parking, parks, MTA properties, bridges, courthouses, etc.) must be obtained.

### **During the shoot**

All involved must have their ID on them at all times.

Do not block building or business entrances. Keep equipment in front of buildings that are working directly with the shoot only. Do not trespass onto other neighbors' or merchants' private property, including stoops. Do not stage equipment in front of closed storefronts when you have an early call. Business and residents must be allowed to receive all deliveries.

Ensure safe pedestrian passage through and around your set at all times. Cover cables with mats, keep equipment curbside or in curb lanes, don't allow crew members to congregate in pedestrian

passageways. When cameras are not rolling pedestrians must be allowed to walk along any city sidewalk and gain access to any building.

Productions that film prior to 8:00am and after 10:00pm must keep noise to a minimum. Filming of loud or disruptive noises outdoors must occur between the hours of 9:00am and 9:00pm in residential neighborhoods.

Non-domestic animals on set are required to have permits from the Department of Health and Human Resources and be accompanied by handlers at all times.

Copies of all permits issued must be available on set for general public viewing.

**After the shoot**

Clean up after your shoot. Make a clean sweep of the area to ensure that nothing is left behind, including equipment, garbage, all resident letters, and hanging materials that your production posted. You have 12 hours to complete this task.

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Contact the Public Communications Office for assistance at (304) 284-7426 or by calling the City Managers' Office at (304) 284-7405. After hours, please call the Public Communications Manager at (304) 844-8908.

Please initial each statement and sign and date the bottom.

- \_\_\_\_\_ I have read and agree with the above directives. I will distribute copies of this document to all cast and crew associated with this production.
- \_\_\_\_\_ I have read and agree with all rules and regulations outlined in the Motion Photography Production Code found in the Morgantown City Code Book, Article 769: Motion Photography Production.
- \_\_\_\_\_ I understand that the requirement of Fire Marshals, Police Officers, or Public Works & Engineering Crew are subject to fees in addition to the \$5 permit application fee.
- \_\_\_\_\_ I understand that each production is reviewed on a case-by-case basis, and requisite marshals, officers, or crew may or may not be necessary for all productions.

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Applicant's Full Name	Title	Date
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City Manager Approval	Date
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