

Enterprise Services Policy No. VS.01.03

Guidelines: Commercial Filming, Videography and Photography at Areas under the Care and Custody of the Department of Enterprise Services

Applies To:	This policy applies to anyone participating in the submittal, approval or oversight of an event or activity at an area under the care and custody of the Department of Enterprise Services This policy does not apply to government or press activities.
Authorizing Sources:	State rule - WAC 200-220 Use of the public areas of the capitol buildings and grounds State rule - WAC 296-800 Safety and health core rules
Information Contact:	For information, please contact Events Coordinator at (360) 902-8881 or campusevents@des.wa.gov .
Effective Date:	January 7, 2013
Last Update:	October 21, 2016
Sunset Review Date:	October 1, 2019
Approved By:	<hr style="width: 200px; margin-left: auto; margin-right: auto;"/> /s/ Chris Liu Director

Purpose

The purpose of this policy is to provide for the safety and protection of state facilities and people.

Definitions

Areas under the care and custody of DES means the Capitol Campus and other areas managed by the Department of Enterprise Services (DES) including, but not limited to, the North Cascades Gateway Center.

Commercial means promoting, creating or exchanging products or services for the purpose of making profit or revenue. Some examples of commercial activities are advertising, fund-raising, buying or selling products or services, encouraging paid membership in any group, association or organization, or the marketing of activities.

Policy Statement

The Department of Enterprise Services (DES) may provide locations in [areas under the care and custody of DES](#) for film makers (you), including commercial photographers and film and video companies.

This policy is in addition to the rules and other requirements governing activities on the Capitol Campus and other areas under the care and custody of the Department of Enterprise Services (DES).

Policy

A. Visitor Services will coordinate reviews of commercial requests.

You should contact us at least one month prior to any proposed shooting dates and before submitting a permit application.

Review of commercial requests can be complex and you are advised to provide us as much time as possible in advance of any proposed shooting dates.

You can submit your request using our online permit application at:

- <https://fortress.wa.gov/ga/apps/activityrequest/event.aspx>

Include the following information with your application:

- Proposed shooting dates;
- Copy of the script (if any);
- Areas that you will be using;
- Number of people and vehicles you will bring to the filming location;
- Name, address and telephone number of the film maker or firm undertaking filming; and
- Name, address and telephone number of the individual who will represent you.

B. We will consult with others when considering your permit application for certain areas.

Access may be provided on a limited or highly restricted basis in areas when there is a risk that your activities would infringe upon the privacy requirements of certain clients and programs. We will make a determination in consultation with the affected tenants.

When considering applications for the [North Cascades Gateway Center](#) and other areas outside of the Capitol Campus, we will also consult with the deputy director or with the assistant director of facilities before making a determination.

C. Your operations and presence on state property shall not unreasonably disrupt the conduct of state business.

D. You must negotiate with us and agree to a signed contract before any filming may occur.

If we are unable to review your permit application at our sole discretion we may issue you a conditional permit subject to signing a contract with you. Our contract with you will at a minimum:

- Identify filming dates and timetable for post-filming removal of equipment, supplies, materials and/or debris;
- Establish the location fee schedule and damage/cleaning deposit or bond amount;
- Include a rate schedule for reimbursing us for additional expenses including staff time, parking, security and any other unanticipated costs;

- Require prior receipt of activity permit fees, deposits or bonds;
- Require advance receipt of a certificate of insurance naming Washington State as an additional insured;
- Require a plan to protect the identification of certain clients and programs when your filming activities affect privacy requirements;
- Include a hold harmless agreement to indemnify Washington State against any liability that may result from the film maker's presence on state property;
- Require post-filming removal of equipment, supplies, materials and/or debris; and
- Require that prior to filming or photo approval your representative must walk through the areas to be filmed with our representative.

Contracts must be approved and signed by the Assistant Director, Division of Facilities or designee.

E. Payment for your permits and other charges must be received in advance of your activity.

Upon approval of your [Permit Application](#) we will charge you based on our published rate tables. See our [Campus Use Rate Schedule](#) for more information.

F. We will consult with the Washington State Patrol and coordinate security arrangements for your filming activities.

Security arrangements may be necessary to address such things as:

- Site access limitations;
- Street closures;
- Traffic control.

When required by us, you must agree at least one week prior to shooting, to final security arrangements with the Washington State Patrol. The final security arrangements will become part of your contract.

During the course of any filming, you will comply with direction received from Washington State Patrol.

G. We have the authority to stop filming at any time.

Certain areas under our care and custody are extremely sensitive sites. You are responsible to advise all location crews, technicians, and film company personnel that, due to the sensitive and/or historic nature of certain locations, no disrespect or insensitivity to the buildings, grounds, tenants or general public will be tolerated.

This authority supersedes any contract stipulation to the contrary.

Related requirements

DES operational guidance – [Capitol Campus User's Guide](#)

Required forms

Online permit application – Use this online form to request a permit for your activity

Enhanced content

The following is not policy content but is provided to the user to provide additional context:

- [Washington Filmworks](#) - Washington Filmworks is the non-profit 501 (c)(6) organization that manages the state film and production incentive programs. Its mission is to create economic development opportunities by building and enhancing the competitiveness, profile and sustainability of Washington's film industry. We do this by creating possibilities for local and national filmmakers, offering comprehensive production support as well as financial incentives.
 - [Schedule an Event](#) – This our website provided to help you understand how the permitting process works and how we make decisions in granting a campus use permit.
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History

Amended:

- October 20, 2016 – The policy was transitioned to the most recent Department of Enterprise Services policy format. In addition, a new section was added. This section titled Enhanced content lists non-policy content that may be helpful to the reader. No significant content changes were made. All changes are minor administrative changes.
- January 8, 2013 – Transition policy from the Department of General Administration to the Department of Enterprise Services
- October 21, 2010 - This change expands the scope of the policy from the public areas of the Capitol Campus to all areas under the care and custody of DES. Additionally, the policy was transitioned to the current policy format.

Supersedes:

- Department of General Administration campus use policies and related documents
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Need a copy of a prior version of this policy? E-mail jack.zeigler@des.wa.gov