

Guidelines for Filming at College of San Mateo

1. **Access:** It is important that the College of San Mateo ("College") community have access to all the active facilities. Permission to film on campus is contingent upon the film crew allowing for access to the location(s) where filming is taking place.
2. **Finished product:** It is not permitted to film at College of San Mateo if the finished product utilizes the image of the college or any portion of the college where the image reflects drug usage, excessive violence, nudity, racism/sexism or if deemed by the college to be obscene, overly sexually explicit or in any way derogatory toward higher education, including anything that portrays students or faculty in a negative fashion.
3. **Insurance:** A \$2,000,000 combined Property and Liability Coverage per Occurrence certificate or a \$2,000,000 combined Property and Liability Coverage, and \$4,000,000 aggregate coverage must be provided with the college name as additionally insured for the day(s) of the shoot.
4. **Indemnification:** Contractor shall indemnify and save harmless District, its officers, agents, and employees from all claims, suits or actions of every name, kind, description, brought for, or on account of, injuries to or death of any person or damage to property resulting from performance of any work required under this Agreement by Contractor, its officers, agents, employees and/or servants.
The duty of Contractor to indemnify and save harmless, as set forth herein, shall include the duty to defend as set forth in Section 2778 of the California Civil Code; provided, however, that nothing herein shall be construed to require Contractor to indemnify District, its officers, agents, and employees against any responsibility or liability in contravention of Section 2782 of the Civil Code.
The indemnification and hold harmless agreement set forth above includes, but is not limited to, Contractor's agreement at its sole expense to indemnify District, its officers, agents and employees from and defend or settle any claim or action brought against District to the extent that it is based on a claim that any services furnished hereunder infringed a patent, copyright, trademark, service mark, trade secret, or other legally protected intellectual property rights. Contractor shall pay all costs, fees (including attorneys' fees) and damages which may be incurred by District, its officers, agents and employees for any such claim or action or settlement thereof.
5. **Placement of Filming Equipment:** Filming equipment (e.g. Cameras, tracks, props, generators, and electrical cords) shall be set up in a manner that does not create safety hazards. Film crews must take steps to ensure that the placement of such equipment in all cases, mats or other cable coverings must be used when cables are laid out across a walkway. You are required to place lay-out board in all non-carpeted areas so that all filming equipment, whether mobile or stationary, is not directly touching the flooring. Cones must be put around any production vehicles not in marked parking space, including the generator(s). Prior approval must be given if using a Condor or other heavy crane on concrete or bricks. If using a condor or other heavy crane on grass, plywood must be laid out under the tires when driving and when parked. All cranes must be coned off with caution tape around them.
6. **Signage:** All directional signs (e.g., for crew/truck parking or directions to set) must be attached to stanchions and may not be hung on anything, including trees, poles, etc. The company may supply their own stanchions or can rent them from the college.
7. **Modifications:** You may not drill, nail, glue or alter any campus property in any way without permission from the College. If this permission is granted, you understand that you must return property to its original state unless other arrangements have been made **in writing** with the College.

8. **Construction:** Temporary construction shall be conducted in a fashion that shall neither damage College property nor in any way endanger faculty, staff, students, or visitors. The erection of building facades and other construction that could impede fire lanes or otherwise affect the safety of pedestrians or building occupants must be approved by Campus Public Safety prior to construction. All construction, equipment set-up, and other activities associated with filming must be conducted safely and in accordance with OSHA and local Fire Department standards. As such, employees associated with the film project must utilize safety procedure that will ensure their safety as well as that of College employees, students, and visitors.
9. **Fire protection Equipment:** The use of the fire hydrants and other fire protection equipment for purposes of filming must be coordinated with Campus Public Safety and Facilities Operations and Maintenance in advance of the project.
10. **Refueling/Fuel Truck on Campus:** Fuel trucks need to be staged off campus until needed for refueling only. The truck needs to be fully and properly equipped refueling truck. Generators **MUST** be shut down before refueling; absolutely no “hot pumping” is permitted on the College campus. The Department of Public Safety shall be contacted by the Transportation coordinator of the production prior to any refueling. An exclusions zone with a perimeter of a minimum fifty (50) foot radius shall be established prior to any refueling operation. Refueling will be a two person operation with one person pumping and the other with a fire extinguisher **IN HAND** and at the ready.
11. **Cigarette Smoking:** In order to provide a safe and healthy environment for our faculty, staff and students, it is the policy of College of San Mateo that smoking is prohibited in all enclosed buildings, facilities and College vehicles. Smoking outside is permitted but only in parking lots, with the exception of Socrates Lot 4. No exceptions can be made to this rule.
12. **Crew Behavior:** Personnel in any way connected with the production can be ejected from the campus for displaying behavior that is deemed to be disruptive to the operation of the College, or for being offensive in language or behavior to students, faculty, staff, administrators or College guests.
13. **Public Safety Officers:** In addition to any Public Safety Officers required on actual film days, Public Safety, in its sole discretion, may assign police personnel during additional no-filming days as it deems necessary depending upon the conduct of the production company.
14. **Pre-Approval from Public Safety:** In order to provide a safe environment for all we will need a copy of your production plan including use of any type of vehicle prior to filming. This plan will need to be approved by our public safety office. Pyrotechnic activity is prohibited.

Agreed and Accepted by:

Company:		COLLEGE OF SAN MATEO	
Signature:		By:	
Name:		Name (Printed):	
Title:			
Date:		Date:	

