

College of San Mateo

1700 W. Hillsdale Boulevard
San Mateo, CA 94402-3757

Guidelines for Filming at the College of San Mateo

1. **Access:** It is important that the College of San Mateo ("College") community have access to all active facilities. Permission to film on campus is contingent upon the film crew allowing for access to locations where filming is taking place.
2. **Finished product:** All finished productions utilizing the image of the college will be rejected on the basis of drug usage, excessive violence, nudity, racism/sexism or if deemed to be obscene, overly sexually explicit or in any way derogatory toward higher education, including anything that portrays students or faculty in a negative manner.
3. **Insurance:** A \$1 million certificate must be provided with the College named as additional insured for the day(s) of the shoot.
4. **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 does not result in tripping hazards, fire hazards, blocked exits, or other safety concerns. 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 a 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.
5. **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.
6. **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.
7. **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 procedures that will ensure their safety as well as that of College employees, students, and visitors.

8. **Fire Protection Equipment**: The use of 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.
9. **Refueling/Fuel Truck on Campus**: Fuel trucks need to be staged off campus until needed for refueling only. The truck needs to be a 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 exclusion 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.
10. **Cigarette Smoking**: In order to provide a safe and healthy environment for our faculty, staff and students, it is the policy of the College that smoking is prohibited in all enclosed buildings, facilities and College vehicles. Smoking outside is permitted, but only in areas that are located far enough away from doorways, windows and ventilation systems to prevent smoke from entering enclosed buildings and facilities.
11. **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.
12. **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 non-filming days as it deems necessary depending upon the conduct of the production company.

Agreed and Accepted by:

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