

City of Round Rock City Manager's Office

221 East Main Street
Round Rock, TX 78664
Phone: (512) 218-5447



Guidelines for Film Industry Production in Round Rock, Texas

I. PURPOSE

The following guidelines are also intended to protect the personal and property rights of Round Rock, Texas residents and businesses, and to promote the public health, safety and welfare. The City Manager reserves the right to impose additional regulations in the interest of public health, safety and welfare, or if otherwise deemed appropriate by the City Manager.

II. CITY CONTROL/CITY MANAGER AUTHORITY

The City Manager may authorize the use of any street, right-of-way, park, or public building, equipment or personnel for commercial uses in the filming or taping of movies, television programs, commercials, or training films and related activities. In conjunction with these uses, the City Manager may require that any or all of the conditions and/or remuneration herein and as specified on the application be met as a prerequisite to that use.

The producer agrees that the City of Round Rock shall have exclusive authority to grant the producer the use of public streets, rights-of-way, parks and public buildings of the City, as well as authority to regulate the hours of production and the general location of the production. The City reserves the full and absolute right to prohibit all filming or to order cessation of filming in order to promote the public health, safety or welfare.

The producer shall allow City departments (Fire, Building, etc.) to inspect all structures, property, devices and equipment to be used in connection with the filming and taping, as deemed appropriate by the City Manager.

III. PERMIT REQUIREMENTS

Prior to filing an application for film industry permit in Round Rock, the Office of the City Manager must be contacted to discuss the production's specific filming requirements and the feasibility of filming in Round Rock, TX.

A person seeking a film industry production permit shall file an application with the City Manager upon forms provided by the City, within the time frames below:

- **Commercials, episodic television, or other media:** a minimum of five (5) days prior to the commencement of filming or any substantial activity related to the film industry production.
- **Feature films:** a minimum of ten (10) days prior to the commencement of filming or any substantial activity related to the film industry production.

After project completion a copy of the finished product on DVD or print for the City archives must be provided. Attribute shots to the City of Round Rock, Texas USA as a credit, if applicable.

IV. APPLICATION FEE

An application processing fee of \$50.00 should accompany each application for filming in Round Rock.

The City Manager may waive this fee upon proof of an organization’s non-profit status or for any other reason deemed appropriate by the City Manager.

V. USE OF CITY EQUIPMENT AND PERSONNEL

The producer shall pay for all costs of any Police, Fire, Public Works, or other City personnel assigned to the project (whether or not specifically requested by the production). Remuneration rates for the use of any City equipment, including police cars and fire equipment, will be established on a case-by-case basis as determined by the City Manager. The Applicant shall pay all costs in full within ten (10) days after receipt of an invoice for said costs. The City Manager may, at his/her discretion, require an advance deposit for all costs related City personnel and/or the use of City equipment.

The City Manager, in consultation with the Chief of Police and/or Fire Chief, shall have the authority to stipulate additional fire or police requirements and level of staffing for same, at any time during a film project if it is determined to be in the best interest of public health, safety and welfare, which cost shall be borne entirely by the Applicant.

Off-duty police officers and firefighters shall be paid by the production company at a rate no less than one and one-half times their hourly rate.

VI. USE OF CITY-OWNED REAL ESTATE

The City Manager may authorize the use of any street, right-of-way, park or public building, use of Round Rock, Texas name, trademark or logo and/or use of City equipment and/or personnel for commercial uses in motion picture production. In conjunction with these uses, the City Manager may require that any or all of the conditions and/or remuneration as specified herein and on the application be met as a prerequisite to that use. A security or damage deposit may be required within the discretion of the City Manager. All park filming requires a \$100 refundable damage deposit.

The producer shall reimburse the City for use of city property, including but not limited to City streets, rights-of-way, parks, land, and public buildings according to the following rate schedule:

Activity	Cost per calendar day
Total or disruptive use during regular operating hours of a public building, park, right-of-way, or public area	\$500 per day
Partial, non-disruptive use of a public building, park, right-of-way, or public area	\$250 per day
Total closure or obstruction of public street or right-of-way, including parking lots and on-street parking	\$50 per block, per day
Partial closure or obstruction of public street or right-of-way, including parking lots and on-street parking	\$25 per block, per day
Use of City parking lots, parking areas, and City streets for the purpose of parking film trailers, buses, catering trucks, and other large vehicles	\$50 per block or lot, per day

The producer acknowledges and agrees that the City of Round Rock, Texas, possesses and retains exclusive authority to grant the Applicant a revocable license for the use of its name, trademark, and logo, public streets, rights-of-way, parks and buildings of the City as well as control over the hours of production and the general location of the production.

VII. VEHICLES AND EQUIPMENT

The producer shall provide a report in the application for a film industry production listing the number of vehicles and types of equipment to be used during the filming industry production, including proposed hours of use and proposed parking locations. All such use and parking, including but not limited to on-street parking or use of public parking lots, must be approved by the City Manager before issuance of a film industry permit.

The use of exterior lighting, power generators, or any other noise- or light-producing equipment requires on-site approval of the City Manager.

A site plan including details of the shoot must be submitted with this application.

VIII. HOURS OF FILMING

Unless express written permission has been obtained from the City Manager in advance, and affected property owners, tenants and residents have been notified, filming will be limited to the following hours:

- Monday through Friday: 7:00 a.m. to 9:00 p.m.
- Saturday, Sunday and holidays: 8:00 a.m. to 8:00 p.m.

IX. NOTIFICATION OF NEIGHBORS

The producer shall provide a short written description, approved by the City Manager, of the schedule for the film industry production the affected residents. The producer, or his or her designee, shall make a good faith effort to affected residents of the film industry production activities impacting an affected neighborhood and shall submit, as part of the application, a report noting the comments of such affected residents. Such report shall be submitted with the application for a film industry production permit and shall include signatures, addresses and phone numbers of the affected residents. Based upon this community feedback, and other appropriate factors considered by the City Manager, the City Manager may grant or deny the filming application.

X. CERTIFICATE OF INSURANCE

The producer shall attach to the application for a film industry production permit a valid certificate of insurance, issued by a company authorized to conduct business in the state of Texas, naming the City of Round Rock as additional insured, in an amount not less than \$1,000,000 general liability, including bodily injury and property damage with a \$5,000,000 umbrella; and automobile liability (if applicable) in an amount not less than \$1,000,000 including bodily injury and property damage.

XI. DAMAGE TO PUBLIC OR PRIVATE PROPERTY

The producer shall pay in full, promptly within receipt of an invoice, the costs of repair for any and all damage to public or private property, resulting from or in connection with, the film industry production, and restore the property to its original condition prior to the production, or to better than original condition.

XII. HOLD HARMLESS AGREEMENT

The producer shall sign the following Hold Harmless Agreement holding the City harmless from any claim that may arise from their use of designated public property, right-of-way, or equipment in conjunction with the permitted use:

I certify that I represent the firm which will be performing the filming/taping at the locations specified on the attached permit application. I further certify that I and my firm will perform in accordance with the directions and specifications of The City of Round Rock, Texas, and that I and my firm will indemnify and hold harmless the City of Round Rock, Texas and its elected officials, officers, servants, employees, successors, agents, departments and assigns from any and all losses, damages, expenses, costs and/or claims of every nature and kind arising out of or in connection with the filming/taping and other related activities engaged in pursuant to this Application.

I further certify that the information provided on this Application is true and correct to the best of my knowledge, and that I possess the authority to sign this and other contracts and agreements with the City of Round Rock, Texas on behalf of the firm.

Signed: _____

Print: _____

Title: _____

Date: _____