



LEXINGTON

Film & Entertainment Guidelines & Code of Conduct

October 2024

Welcome to LEXINGTON.

Together with Lexington-Fayette Urban County Government (LFUCG), FilmLEX powered by VisitLEX is excited to provide these Film and Entertainment Guidelines. These guidelines will be integral to your understanding of the Film and Entertainment permitting in Lexington/Fayette County and all housed within an easy, one-stop shop resource hub on VisitLEX.com/film You will find a checklist guiding you through each step in the process including a code of conduct. The process was designed with efficiency and simplicity in mind, and to maintain the ease and friendliness of filming in Lexington, KY.

We look forward to having you as our guest in Lexington!

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Do I Need a Permit?

A Film Permit **IS** required if:

- Filming activities occur on, or impact, City/Public property, including parks, streets, government buildings, sidewalks, etc
- There is a separate permit / approval process for Lexington Parks and Recreation who handles Parks, city Golf Courses and Community Centers
- Film equipment is placed on City/Public property
- Production and/or crew vehicles are parked on City/Public property
- Special circumstances exist, including:
 - Filming activities occur between 10pm-7am
 - Filming activities are in or adjacent to a residential area or affect neighboring businesses
 - Pyrotechnics or explosives will be utilized
 - Animals and/or livestock on set
 - Atmospheric smoke, water or flame effects will be utilized
 - Vehicle chases, crashes or scenes with an act of violence
 - Street closures or blockages

A Film Permit **IS NOT** required if:

- There is no filming on, or impact to, City property
- There will be no equipment placed on City property
- No production and/or crew vehicles will be parked on City property
- No special circumstances apply
- Filming is being completed by news agencies reporting on current events
- There will be no blockages of streets

If in doubt, please reach out to FilmLEX at film@visitlex.com

To complete a film permit application, please visit www.visitlex.com/film and go to the permit section within the hub.



IMPORTANT NOTES: Please contact LFUCG for assistance in identifying whether property is publicly or privately held.

City filming activities may include:

- Prep/Wrap (defined as equipment setup/removal including but not limited to painting and light construction) of filming location involving street closure or Intermittent Traffic Control
- Move-in/out of base camp
- Filming at location (includes full company filming with actors, camera, grip and electric and other production support services)
- Production vehicle parking/street parking during filming
- Special FX

City property includes but is not limited to:

- Alleys
- Arts Facilities: Artworks at the Carver School, Pam Miller Downtown Arts Center, Lexington Opera House, The Lyric Theater & Cultural Arts Center, The Kentucky Theatre, Loudoun House
- Botanical Gardens (UK Arboretum)
- Community Centers
- Golf Courses
- Government Buildings
- Multigenerational Centers
- Open Space/Abandoned Property
- Parks
- Sidewalks
- Streets
- Historic Courthouse (Only non-profit productions will be considered on a case by case basis.) Please contact: <https://historiclexingtoncourthouse.com/contact-us/>

List & Map of all Parks: <https://www.lexingtonky.gov/list-of-all-city-parks>

List of Community Centers: <https://www.lexingtonky.gov/community-centers>

List of City Golf Courses – <https://www.lexingtonky.gov/departments/play-golf-lexington>

Equipment includes but is not limited to:

- Camera Gear
- Dolly tracks
- Electric equipment
- Generators
- Grip equipment
- Lights
- Portable Toilets
- Props, Sets, Screens
- Trailers/Tents
- Vehicles

Basecamp indicates an off-set location, and includes:

- Catering
- Crew parking
- Star trailer
- Work trucks, including 40 ft. trailers



Fees & Rates: *All subject to change.*

Film & Entertainment Permit Application Fee	\$50 (non-refundable)*
Short Term Surface Use Fee	Contact LFUCG for information
Location Agreement Fee	Contact Fire Marshal for information
Fire Department	Contact Fire Marshal for information
Police Officer	\$65 per hour/per officer
Sergeant	\$81 per hour/per officer
Lieutenant	\$104 per hour
Emergency Medical Services	\$175 per hour/per two person crew
LFUCG Electrician	\$55 per hour/per person
Streets and Roads Clean-up Deputy Director	\$44.80**
Streets and Roads Clean-up Admin. Spec.	\$30.31**
Streets and Roads Clean-up Supervisors	\$44.87**
Streets and Roads Clean-up Crew	\$32.09**
Streets and Roads Clean-up Sweepers	\$37.23**
Waste Management Supervisor	\$35.49**
Waste Management Resource Recovery Op.	\$29.52**
Waste Management Public Service Worker	\$22.50**
Rolling waste and recycling carts	\$4.50 each
Barricade Fees	\$21 per lane/per block/per day
City Parking Garage/Surface Lots	\$10 per space per day
Downtown Government Buildings	Contact FilmLEX for information
• The Pam Miller Downtown Arts Center	Contact for specific rates and policies
• Government Center	Contact for approval and rates

*The application fee payment process is outlined in the Special Events Permit Process.

<https://www.lexingtonky.gov/special-events-permit> It is a \$50 non-refundable application fee at time of application. Payment is due as a check payable to LFUCG and mailed to the below:

Mayor's Office

ATTN: Special Events

200 E. Main St. Lexington, KY 40507

COMING SOON: Payment of the application fee by credit card! The fee will increase to \$51.50, which includes a \$1.50 processing fee. Stay tuned for more details soon.

**Very limited staffing. These will often be difficult to schedule on short notice.



LFUCG Important Contacts: *All contacts are subject to change.*

Alcoholic Beverage Control Office

phone: 859-280-8486

email: abc@lexingtonpolice.ky.gov

Emergency Management

Shelley Bendall, Emergency Planning Coordinator

phone: 859-280-8062

email: sbendall@lexingtonky.gov

Emergency Medical Services

Battalion Chief Eddie Crews

phone: 859-231-5644

email: Crewse@lexingtonky.gov

Insurance / Risk Management

Paula Barnes; phone 859-258-3196

email: pbarnes@lexingtonky.gov

LexPARK

Charles Stephenson, CPP; phone: 859-231-7275

Email: cstephenson@municipalparking.com

Lexington-Fayette Co. Health Department, Temporary and Mobile Food Service

Luke Mathis

phone: 859-252-2371

email: LukeJ.Mathis@lfchd.org

Lexington Fire Department's safety assistance for events

Asst. Chief Chad Traylor

phone: 231-5602

email: Traylorc@lexingtonky.gov

Lexington Fire Department's event support via the EMS Paramedic program

Battalion Chief Eddie Crews

phone: 859-231-5644

email: Crewse@lexingtonky.gov

Lexington Fire Dept's Fireworks permitting

Battalion Chief Jeff Johnson

phone: (859) 231-5686

email: johnsonj@lexingtonky.gov

Lexington Fire Dept's event participation

Major Derek Roberts phone: 859-231-5662

email: robertsd@lexingtonky.gov

Lexington Police Department

Lt. Jeremiah Davis, Event Liaison

phone: 859-258-3662

email: jadavis@lexingtonpolice.ky.gov

Lexington Police Department Traffic Section

phone: 859-258-3666 or 859-258-3662

Public Integrity Unit phone: 859-258-3600 (Call for recommendations for off-duty companies).

Meridian Management, Stephens Courthouse Plaza

Rick Melton

phone: 859-381-9596

email: rmelton@mmcor.com

Office of the Mayor

Heather Lyons, Director, Arts & Cultural Affairs

phone: 859-258-3123

email: hlyons@lexingtonky.gov

Parks and Recreation

Lily Robertson, Parks & Recreation

Staff Assistant Sr./Rentals

phone: 859-288-2975

email: lrobertson@lexingtonky.gov

Streets & Roads

Christopher Stone, Administrative Specialist

phone: 859-258-3451

email: cstone@lexingtonky.gov

Traffic Engineering

Jeff Neal, Director, Environmental Quality & Public

phone: (859) 258-3830;

email: jneal@lexingtonky.gov

Waste Management

Lauren Monahan, Environmental Quality & Public

phone: (859) 280-8578

Email: lmonahan@lexingtonky.gov



Before You Film Checklist

Here is a helpful check list of suggested next steps:

- **Step 1:** Contact FilmLEX to discuss your project. Complete the application with all specific details. Should there be a public scene, please include all specifics so the appropriate groups are made aware before you shoot.
- **Step 2:** It is the productions responsibility to secure the following:
 - Production Insurance. LFUCG or UK @Coldstream as “additionally insured”
 - A signed copy of the Film and Entertainment Guidelines
 - A list of the producer, production officers and crew
 - A list of the community partners and vendors
 - A list of requested locations and film dates
 - Location request for Base camp / parking / staging area

NOTE: Go to Visitlex.com/film for locations, crew, and vendor suggestions. Should you not see something you need, please contact FilmLEX at film@visitlex.com FilmLEX would also like to request a copy of the final locations, crew and vendors list with contacts, schedules and call sheets as reference of your project.

- **Step 3:** Once FilmLEX connects with LFUCG, please feel free to contact:
 - EMT - on site medical
 - Lexington Police Department
 - Fire Marshal Inspector / Fire Protection
 - If you plan to utilize Special Effects (SPFX)
 - To perform walk-through at film locations and studios to ensure fire/life/safety and exiting requirements are enforced
 - Streets & Road, Traffic Engineering (<https://www.lexingtonky.gov/departments/traffic-engineering>)
 - Inform locations and notify events in the area that could impact your ability to film (construction, road work, previously permitted work, etc.)
 - Health Department
 - Note: films are beginning to hire a Health and Safety officer to handle safety precautions as it pertains to infectious diseases, environmental issues like mold and asbestos and food service
 - To be certain catering has all required permits
 - Lexington Parks and Recreation



Permit Information

Once all details are ready, please visit www.visitlex.com/film to begin the permit application.

NOTE: Please be sure to complete the application thoroughly and respond promptly to all requests from LFUCG for additional documentation to not delay processing.

Timing & Fees Explained

- A non-refundable application fee of \$50 is required with every application. The majority of City/Public locations require rental fees. This includes Parks, City owned Golf Courses, City owned historic and art facilities, and Community Center locations and all have a separate rental and application fee and process. Cost estimates will be provided for locations and required city services, depending on the complexity of the shoot. Not all city services will be required.
- Documentation, such as a current IRS determination letter and Fed ID #, is required for non-profit organizations. If the applicant is a production company, on behalf of a non-profit organization that is a beneficiary of the production, the non-profit must provide a separate letter acknowledging partnership with the production company.
- LFUCG requests all Film Permits are submitted **a minimum of 5 full business days** not including weekends or holidays, in advance of the first date and time for which the permit is requested. In instances where a shorter turnaround time may be needed, LFUCG will, within reason, try to accommodate such requests.
- Film Notices must be distributed to **all area businesses/residents/parking lots** within a 300 foot radius of all filming activities and filed with the LFUCG via the Permit Application system a minimum of 48 hours in advance of any filming activities that require a permit. Approval of permit should not be dependent on the letter being provided with the application. Rain dates are also not guaranteed.

In preparing your permit application, complete the following:

- Upload Film Notice; Template can be downloaded from the permit hub resource.
- Traffic control plan
- Overhead map indicating:
 - Work truck, trailer, tent placement
 - Camera/other large equipment placement
 - Production parking requests
 - “No parking” requests
 - Closure/traffic control points
 - Generator placement
 - Portable toilet placement



Film Notice Distribution

Productions are responsible for communicating with the businesses and residents in and around the filming base camp, crew parking locations and filming locations, in both instances if a film permit is or is not required. Film notice distributions are the primary source of information for businesses and residents. They are required for all permitted filming activities in Lexington/Fayette County.

Helpful Hints: Processing a Film Notice via the website:

TEMPLATE: Use only the film notice template found within the permit hub and submit for approval by LFUCG prior to distribution.

- **DELIVERY:**
 - Must be delivered to each business and/or residence within a 300' radius of base camp, and/or filming location(s) whenever a permit is required. The area to be notified may be larger if Special Effects (SPFX), extraordinary lighting, extraordinary noise, etc. are part of the filming activities. Please work with LFUCG to determine the appropriate notification area if that is the case.
 - LFUCG will provide the appropriate contact to distribute the film notice to the affected City Councilors & Neighborhood Associations.
 - <https://www.lexingtonky.gov/browse/government/council>
 - <https://www.lexingtonky.gov/browse/neighborhoods-housing/associations>
 - Every film notice distributed to a business or residence must include a link to the "Film and Entertainment Guidelines" & "Code of Conduct"
- **APPROVAL / SUBMISSION TIMING:** Notification Record must be filed with the LFUCG via the film permit portal a minimum of 48 hrs in advance of any filming activities that require a permit: Base Camp (adjacent to or in residential neighborhood), Filming, & Prep/Wrap (only when making a major impact on the area)
- **RECORD KEEPING:** Production must maintain a detailed notification list of all addresses contacted with date/time that notices were distributed. A fully completed notification record is required to receive a film permit. Reference "Film Notice Distribution" for further requirements.
- **CONTACT INFO:**
 - Lexington Police Department: See contact page 5
 - Min. 24 hrs. prior to filming scenes involving gunfire / other loud noises
 - Fire Marshal Inspector / Fire Protection: See contact page 5
 - Special permit is required for pyrotechnics or special effects
 - Special permits are issued directly by the Fire Department



Night Filming

Any filming activity that occurs between the hours of 10pm-7am, Monday-Sunday. It has the same permitting requirements as daytime filming with the following additional steps:

- There is a noise ordinance of 10pm. A production must apply for a waiver if there is amplified sound or other disruptions. Requests for waivers must be made at least 72 hours in advance and area businesses and residences notified. Noise Variance applications are available at: https://lexingtonky.formstack.com/forms/noise_variance
- Please contact LFUCG for the most current night notification policies. If it is determined that a night filming notification is required the production must:
 - Make reasonable attempts to obtain signature from affected entities
 - Please allow sufficient time for night filming notification
 - Production may leave notice at the door to be picked up at the convenience of the homeowner/business owner
- Production may be issued a free noise permit from the Health Department upon review of film permit
- The notification record for night filming must list the address notified and then next to the address list:
 - Business/Resident signature; OR
 - Indicate that the Business/Resident was notified but didn't want to sign; OR
 - Make a note that a notice was left at the address; AND
 - The date and time
 - A business/resident signature or "left notice" indication

NOTE: Production must be prepared to address concerns of area businesses/residents when notified. For night filming where lights will shine on neighboring homes, Production should offer blackout material and clips for residents to put over affected windows and it should be noted in the notification letter.



Insurance Requirements

The following are minimum insurance requirements and subject to change based on the scope of the project.* Please add LFUCG or UK @Coldstream as additional insured on COI.

\$1,000,000.00 (one million dollars)	Per Occurrence
\$2,000,000.00 (two million dollars)	Policy Aggregate or combined single limit
\$1,000,000.00 (one million dollars)	Products Liability/Completed Operations
\$1,000,000.00 (one million dollars)	Personal and Advertising Injury
\$50,000.00 (fifty thousand dollars)	Medical Payments
\$1,000,000.00 (one million dollars)	Auto Liability
\$2,000,000.00 (two million dollars)	Pyrotechnics, Per Occurrence
\$1,000,000.00 (one million dollars)	Pollution Per Occurrence
\$2,000,000.00 (two million dollars)	Pollution Aggregate
\$500,000 (five hundred thousand dollars)	Employer's Liability
In accordance with the Provision of the Worker's Compensation Act of the Commonwealth of Kentucky	Worker's Compensation

*LFUCG may require a higher insurance amount based on relevant factors; including location and nature of the filming activity.

Clean-Up & Restoration

Clean-up/Restoration locations include: base camp, crew parking and film location(s).

- Crews must clean the location at the end of each filming day and ensure the area is returned to its original condition immediately upon completion of filming.
- If exceptions are required, the production must get approval from LFUCG. This must be noted on the permit.
- Materials and debris must be completely removed from the site and are not to be washed into storm drains.
- All directional signs must be removed at the end of filming day(s).



Trash/Garbage/Waste Days

If filming or parking of your production vehicles blocks the view of waste receptacles on a trash/recycling collection day, please assist with the collection. Arrangements should be made with the property owner of the trash/garbage/waste bins to:

- Relocate bins temporarily to one side of the street so City collection vehicles only need to pass once.
- Place waste bins onto the street in front of production vehicles where they will be in clear view of City collection vehicles.
- To arrange for alternative pick up of waste receptacles please call 311,

Consideration

Productions must be prepared to address concerns of area businesses/residents, when notified. Area businesses may request compensation for loss of revenue when:

- Production vehicles are parked in front of a business.
- Businesses are within a road closure/ITC area.
- Production is blocking access to the business and/or parking areas.

Cast and crew shall not trespass on residents' or merchants' property. They must remain within the boundaries of the property that has been permitted for filming.

Permit Denial

Permit requests may be denied by LFUCG for any one of the following:

- The date and time requested are not available for that location.
- LFUCG has concluded, based on specific and documented information, that the applicant is unlikely to comply with the material terms of the requested permit.
- The use of the location would interfere unreasonably with the operation of LFUCG functions or other businesses or residents.
- The permit application is untimely or contains false or incomplete information.
- The permittee is unable to comply with the applicable law or regulations.
- Any other reason specified on the permit or in these guidelines.
- Lack of required documentation (COI, health permits, etc.)

Permit Revocation

Permits will be revoked by LFUCG for any one of the following reasons:

- A production or employee, agent or contractor of the production breaches the Film and Entertainment Guidelines or Code of Conduct.
- Filming activities are inconsistent with what has been permitted or a change in circumstances results in the permitted activities becoming detrimental to the public peace, health, safety or general welfare.
- A production / individual has failed to adhere to parameters of the Permit, the Film & Entertainment Guidelines, Code of Conduct or any applicable laws or regulations.

Parking

- If the Lexington Police Department (LPD) is NOT providing support to an event (such as blocking streets, then requests for bagging parking meters must be made through LexPark. *(I am unsure if LExPark will provide signs or bags for this purpose or not.)*
- If LPD ARE involved in blocking the street for a production, then they will handle the bagging of the requested spots or marking them for no parking. In this instance, Lexington Police will provide the bags and signs for this use.
- All Vehicles:
 - Cannot be parked on location during principal photography.
 - Only necessary work trucks/vehicles are to be parked on location and cannot enter the area prior to the time indicated on the permit.
 - Crew parking and base camp must be located at a predetermined location (i.e., surface lot, parking lot) as specified on the permit.
 - Must not block parking lot access/egress ramps or fire hydrants. Cannot park in a fire lane.
 - Cannot block crosswalks, ADA ramps or other pedestrian egress pathways, not even temporarily; no idling vehicles allowed.
 - Can't block / park in driveways unless given written permission by the owner.
- Productions are not allowed to park 40-ft. work trucks on City streets unless the Traffic Safety office deems it safe. Large vehicles of this size must stay at basecamp. Shorty-40s & stake-beds are allowed to be parked on City streets if consistent with any posted restrictions.
- Work trucks & production vehicles cannot be parked on both sides of the street. A 20' wide lane on streets must be maintained at all times for emergency access.
- Base camp cannot be on streets, unless there is no other alternative & Traffic Safety says it's safe.

- Barricades must be left to the side of the street until closure start time as indicated on the permit.

All parking dates entered in the parking section of the film permit must include “No Parking” sign set-up for prep, filming and wrap dates. “No Parking” signs (obtained from a private barricade company) must be in place 24 hrs in advance of parking request & must indicate:

- 1. “No Parking/Tow Away Zone” and
- 2. Dates/times that the “No Parking/Tow Away Zone” goes into effect and when it ends (please have this information printed and attached to each no parking sign)

Alterations to City-Owned Property

Alterations to any LFUCG and/or Public properties must be requested in writing and approved by the appropriate LFUCG and the Mayor’s Office. LFUCG properties include, but are not limited to: trees, benches, bus stops, city streets, traffic lights, city buildings, sidewalks, signs, and doors, etc. (The bus shelters are property of LexTran.)

Filming on Private Property

- Complete the Special Events on Private Property form if filming will impact area traffic, residents or businesses. Please visit www.lexingtonky.gov/special-events-permit
- Must obtain written permission from the property owner to film on private property.
- Filming on private property may require a film permit. (Please see “Do I Need a Permit?” section for more information).
- LFUCG requires that Film Notices be distributed to all businesses/residents in the immediate vicinity defined as 300’ from all filming activities at least 48 hours prior to filming activities even if a film permit is not required. (Please see the “Film Notice Distribution” section for more information).
- The historic Courthouse is treated as private property. Productions must have the Courthouse Board’s permission for each instance to shoot the interior or exterior. Only non-profit productions will be considered on a case by case basis. Should it be approved, it would require a special event permit. Please contact: <https://historiclexingtoncourthouse.com/contact-us/>

Drones

Downtown Lexington is restricted airspace due to its proximity to the airport. LFUCG does not issue drone permits. Under no circumstances are you permitted to fly drones within LFUCG jurisdiction without proper drone permits. The Low Altitude Authorization and Notification Capability (LAANC) is the organization that regulates flights and drone owners can use an App

called Aloft that will process/submit flight requests. Other areas in close proximity to downtown would fall under this as well.

Links to research/apply for areas:

- [LAANC for Industry | Federal Aviation Administration \(faa.gov\)](#)
- [Visualize it: See FAA UAS Data on a Map \(arcgis.com\)](#)
- [Aloft - Drone Fleet Management Software & UTM Services](#)

All drone activity for filming must be approved by the Federal Aviation Association (FAA) as there are important safety guidelines including but not limited to:

- Not filming over humans or vehicles, Height restrictions, Proximity to FAA airspace

Fire Suppression

Any production that modifies, alters or disconnects a fire alarm system or sprinkler system, and/or changes the path of egress in any manner is required to notify the LFUCG Fire Marshal Inspector / Fire Protection prior to filming. Please contact Chief Chad Traylor.

Intermittent Traffic Control (ITC)

All road closures require prior approval. Should your production require a road closure please read the below.

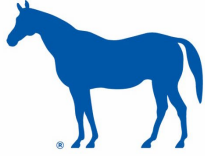
- ITC on roads other than residential roads cannot occur during rush hours: Monday – Friday: 7am-9am & 4pm-6pm. Rush hour restrictions may be in effect in other areas
- Traffic can be held for a maximum of 5 minutes.
- All traffic control requires traffic control plans issued by a barricade company.
- Any emergency roadwork or construction by LFUCG crews and/or private contractors under permit or contract with a department shall have priority over filming activities.
- Must use LFUCG PD for any traffic control on arterial and collector roads (non-residential roads) or as deemed necessary by the Mayor's Office. For clarity, in some instances for intermittent traffic or short-term closures in not highly trafficked areas, productions are able to use third-party off duty officers. It is up to the Production to find those off-duty officers. <https://www.lexingtonky.gov/public-integrity-unit>
- May use certified flaggers hired via a barricade company for traffic control on residential streets only.
- No interference with pedestrian or vehicular traffic is to occur without being noted on the permit. All traffic control activities must be in compliance with the Americans with Disabilities Act (ADA) and implementing regulations.
- Productions must maintain the existing pedestrian pathways if the sidewalks can remain open during filming.

- Productions must develop an alternative, ADA compliant pedestrian pathway that is parallel to or easily reached from the current path if the current must be closed. For example, using concrete or other crashworthy barriers for protection, pedestrians can be detoured into a channelized pathway on a road adjacent to the filming area.
- If the existing pedestrian path must be closed, production must identify and develop an alternative pedestrian pathway in advance of the Temporary Traffic Control (TTC) that will detour pedestrians around the TTC (i.e., if the sidewalk on the same side of the street as the construction must be closed and a parallel pathway is not feasible, then pedestrians can be re-routed across the street to a parallel sidewalk).
- Per ADA requirements, any alternative pedestrian pathway must have at least the same level of accessibility as the one it is replacing (i.e., if a paved walkway is present, an alternative walkway featuring a smooth, continuous, hard surface must be provided throughout the entire length of the temporary facility).
- There should be no curbs or abrupt changes in grade or terrain that could cause tripping or be a barrier to wheelchair accessibility and use.
- Production vehicles must comply with all Federal, State and City traffic regulations unless stated otherwise on the permit.
- Except where a permit is granted for road closure, when a moving vehicle is involved, the production/individual must adhere to the posted speed limits, parking signs, traffic signals and other lawful conditions unless the film permit indicates otherwise.
- A copy of the permit must be provided to FilmLEX. FilmLEX will send to all permit process approvers, including Taylor Scott (Chief of Staff, Mayor's Office).

NOTE: It is essential that productions monitor and maintain clear access for all sidewalks, crosswalks, driveways, ADA ramps, etc. in the vicinity of filming for access of local foot traffic for the duration of all prep and filming activities. Local residents/businesses must be granted priority of access.

Road Closures

- Points must be manned at all times by law enforcement to allow for local and/or emergency vehicle access.
- Requires traffic control plans issued by a barricade co. Road closures must be permitted via LFUCG.
- During seasonal special events (including but not limited to football, basketball games and holiday events), there may be temporary moratoriums and/or limitations as to when and where closures and intermittent traffic control (ITC) can be conducted and permitted.



LEXINGTON

Code of Conduct for Cast & Crew

Thank you for selecting Lexington as the destination for your next project. It is with great pleasure that we welcome you! Jointly with LFUCG, FilmLEX desires for all filmmakers, showrunners and their crew teams to have a special experience and return to Lexington on future projects!

In the spirit of collaboration, we kindly ask film, photography, and television productions to acknowledge their status as guests in residential and commercial areas and request that they treat all locations, as well as the members of the public, with absolute courtesy. It is the responsibility of each producer/production company to ensure that cast and crew comply with this Code of Conduct.

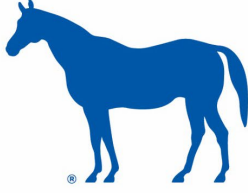
A copy of the Code of Conduct for Cast and Crew must be distributed to all cast and crew members and be available on set through the Locations Department.

1. Cast and crew meals shall be confined to the area designated in the location agreement or permit. Individuals shall eat within their designated meal area during scheduled crew meals. All trash must be disposed of properly. All catering, crafts service, construction, strike and personal trash must be removed from the location, ensuring that all locations are returned to their original condition. Caterers must follow regulations for disposal of grease, etc.
 - Food vendors must provide trash cans around the food vendor area.
 - Food vendors must clean the immediate area around the food vending area at the conclusion of the event.
 - Vendors must place an absorbent grease mat extending two feet past the cooking and food prep area. (Roofing paper is suggested.) If cooking and prep takes place inside a mobile unit then the grease mat is not required.
 - AT NO TIME should any cooking, food or waste products be poured down storm drains, into gutters, on streets, or poured directly into trash receptacles. This includes fats, oils, grease, wash water, soap, or food waste. Vendors MUST enclose waste products in containers and take to appropriate garbage bins or off site.
2. Production crews must clean the location at the end of each filming day and ensure the area is returned to its original condition prior to the end of filming.
3. Film Notices are the primary source of information for businesses and residents and are required for all permitted filming activities in LFUCG.
4. Production vehicles arriving on location in or near a residential neighborhood shall not enter the area before the time indicated on the permit and Film Notice.
5. Cast and crew vehicles are not covered by the location filming permit and shall observe designated parking areas noted by location managers. Depending on the location and crew size,

it may not be permitted to park on city streets during principal photography. During prep/wrap please minimize personal vehicles on site.

6. The moving or towing of any vehicle outside of a permitted “no parking tow away zone” location is prohibited without the express permission of the vehicle owner.
7. Production vehicles shall not block, or park in, driveways without the prior written permission of the driveway owner.
8. Pedestrian traffic cannot be restricted/redirected unless specifically noted in the permit and all regulations must be adhered to.
9. It is essential that Productions monitor and maintain clear access for all sidewalks, crosswalks, driveways, ADA ramps, etc. in the vicinity of filming for access of local foot traffic for the duration of all prep and filming activities. Local residents/businesses must be granted priority of access.
10. Cast and crew shall not trespass on residents’ or business owners’ property. All production activity must remain within the boundaries of the property that has been permitted for filming.
11. The production shall comply with the LFUCG Clean Indoor Air Ordinances.
12. Cast and crew shall observe designated smoking areas and always extinguish cigarettes in appropriate containers that have been provided by production.
13. Removing, trimming and/or cutting of vegetation or trees is prohibited unless approved by the relevant municipal authority and LFUCG or property owner.
14. Film crew shall not remove or cover city street signs without permission from LFUCG. This must be arranged through the Mayor’s Office. And when removed, they must be replaced immediately when filming ends at each location.
15. Every member of the cast and crew shall always keep noise levels as low as possible so as not to violate LFUCG noise ordinances or cause undue disturbance to the residents/businesses in the vicinity of filming.
16. It is up to the production company to make alternate parking arrangements for residents in possession of a valid street parking permit for that area whose vehicles are displaced by the filming activity. Relocating vehicles by towing is not permitted.
17. The production company/individual will always comply with the provisions of the Film Permit, Film & Entertainment Guidelines and Code of Conduct.





LEXINGTON

Acknowledgement Form

Film and Entertainment Guidelines & Code of Conduct

All companies applying for permits are required to read and follow the Film and Entertainment Guidelines & Code of Conduct.

Acknowledgement

I hereby acknowledge that I have read and understand the Film and Entertainment Guidelines and Code of Conduct and have the authority to sign this acknowledgement on behalf of the production.

I understand that violations of the Film and Entertainment Guidelines and Code of Conduct may result in film permits being revoked and/or not issued in the future.

Producer Initials _____

Producer initials acknowledging that film permits can be revoked if guidelines are violated. I understand that it is my duty to share the Film and Entertainment Guidelines and Code of Conduct with all employees, contractors, and agents, working for the production.

Producer's Signature

Producer's Email Address

Producer's Printed Name

Producer's Phone Number

Date



Thank You.

Thank you for taking the time to review the Film and Entertainment Guidelines. We acknowledge the time required to thoughtfully complete a Film and Entertainment Permit, as well as the number of moving parts. We appreciate your partnership and desire to be a good neighbor to Lexington.

Best of luck on a successful shoot!

