



Richmond Hill Public Library

FILMING AND PHOTOGRAPHY POLICY

1.0 SCOPE

Richmond Hill Public Library allows both amateur and commercial filming and photography in the Library provided there is no disruption of library service or cost to the library and that the library's image and reputation are preserved.

2.0 AMATEUR FILMING AND PHOTOGRAPHY

Richmond Hill Public Library allows amateur photography and videotaping on library premises with permission of the CEO or designate.

Library staff and customers may not be filmed without their permission.

Photography, filming and the use of all photographic devices are not allowed in the Library's washrooms.

3.0 COMMERCIAL FILMING AND PHOTOGRAPHY

3.1 Notice

Applicants of commercial film crews wishing to film must give at least two weeks' notice of their intent and must provide the CEO or designate in advance:

- the administration fee (see Section 3.4)
- an insurance certificate to the value of \$2 million covering the duration of the film shoot and naming the Richmond Hill Public Library as the beneficiary
- a written synopsis of the film

3.2 Permit

Applicants of commercial film crews must have the Location Filming Permit (see Appendix 1) signed by the CEO or designate before any filming can commence.

Applicants must adhere to Richmond Hill Public Library's Location Filming Guidelines/Fees and acknowledge The Richmond Hill Public Library in the credits. The Richmond Hill Public Library retains the right to refuse any request for filming in the Libraries.

3.3 Location Filming Guidelines

Food, beverages are not permitted in the Library other than those purchased from the Coffee Cart.

Smoking is not permitted in the Library.

A Library appointed security guard must be present during the film shoot; the applicant must cover all costs related to this service.

No major set construction or alteration of buildings is permitted.

All areas occupied in connection with the filming must be returned to their normal conditions in advance of normal library hours of operation.

Applicants must not make any connections to the electrical system other than through plugging into standard duplex receptacles. Covers from electrical panels or boxes must not be removed.

Applicants needing auxiliary sources of power must use silenced generators and suspend or cover all cables at their own expense.

Lighting is computer controlled at the Central Library and if changes in lighting are required the Library's operator must be hired at overtime rates and the applicant must cover any costs related to this service.

3.4 Fees

Fees for such use are as follows:

- A \$510.00 plus HST Administration Fee payable in advance at time of application.
- \$1530.00 plus HST per calendar day (or part there-of).

All fees are non-refundable.

Richmond Hill Public Library may reduce or waive the fee for non-commercial production agencies and public broadcasting institutions producing educational and public interest programs, including documentaries.

3.5 Exceptions

This policy does not apply to news and public affairs coverage of library events, activities and personalities. This coverage must be approved and arranged by the CEO or designate.

4.0 RELATED POLICIES

- 1.0 Fees and Service Charges Policy
- 2.0 Payment and Refund Policy

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Effective Date: July 1, 2015	
Approval Date: April 16, 2015	Motion # 15:37
Date of Last Revision: April 2004	Motion #: 04:49



Richmond Hill Public Library

LOCATION FILMING PERMIT

DATE
PERMIT NUMBER

This Permit is issued for the period _____ to _____ inclusive and for the locations hereinafter specified and subject to the Applicant complying with all of the relevant By-laws and the Terms hereinafter set forth, and shall be subject to cancellation at any time without notice.

FILM COMPANY: _____

ADDRESS: _____

CONTACT: _____ TELEPHONE: _____

PRODUCER OR CLIENT: _____

FEATURE COMMERCIAL

TV PRODUCTION

TV

OTHER: _____

INSURANCE COMPANY: _____

Note: GENERAL COMPREHENSIVE PUBLIC LIABILITY INSURANCE in the amount of \$2,000,000.00 is required with the RICHMOND HILL PUBLIC LIBRARY named as an additional insured.

FILMING LOCATIONS	DATE	TIME	FEES

Total Fees: \$ _____

I/We hereby agree and bind myself/ourselves, my/our heirs, executors, administrators, or assignees to indemnify fully and save harmless The Richmond Hill Public Library and the Town of Richmond Hill, their officers, agents, officials, and employees from any and all actions, claims, demands, damages, loss or expense whatsoever arising from or incidental to the issuing of this Permit or the use of any Library.

The Applicant agrees to be bound by the Conditions specified on the reverse hereof.

Name of Applicant: _____

Signature of Applicant: _____

Witnessed and Issued by: _____

Director of Public Service

NOTE: This Permit permits location filming only during the times and at the locations specified herein. Any change or extension of time or any change in location must be the subject of a new Application to the Director of Public Services.

CONDITIONS

- (a) A certificate of insurance for general comprehensive public liability for two million dollars, satisfactory to the Library Director or Public Service must be provided.
- (b) A filming company which will be filming for more than 4 hours in any RHPL location is to bring its own power generators.
- (c) Production crews will restore and clean the filming location at the end of each session of filming.
- (d) A description of the script, stunts or special effects, shooting schedule and the number of cast and crew must be provided.
- (e) The applicant agrees to pay for any incremental costs incurred by RHPL.

Personal information contained in this form is collected under the authority of the Public Libraries Act, R.S.O. 1990 for the purpose of administering library operations. Questions about the collection of this information should be directed to: Chief Executive Officer, Richmond Hill Public Library, 1 Atkinson Street, Richmond Hill, ON L4C 0H5.

DLR: April 2015