



COMMERCIAL FILMING AND PHOTOGRAPHY SUMMARY
White Sands National Monument

I. FILMING PERMITS - A permit is required for any filming or photography intended for commercial public viewing or advertising, that involve but is not limited to commercial still photography, motion picture photography, television commercials, and/or video taping.

Permits issued for commercial photography specifically prohibit implied or stated endorsement by the National Park Service. Identifiable NPS equipment, uniforms, buildings or insignia may not be portrayed in commercial advertising in any way that would imply NPS endorsement of the product.

Filming permits are issued by authority of the Superintendent through the Filming Coordinator. Application for a filming permit must be made through the submission of a Commercial Filming Application and the tendering of a \$100 **non-refundable** application fee and a \$100 **non-refundable** administrative charge. **Certified checks only are accepted** and should be made payable to the **NATIONAL PARK SERVICE**. A performance bond is required. See section **II, BOND REQUIREMENT**.

BOND REQUIREMENT – The National Park Service requires all film permittees to post **cash or certified bank check** as a bond. The bond amount required depends on the estimated cost to the Government for the recovery of costs. Refer to the **RATE INFORMATION** sheet for the bond amounts and other rate information. Permittee agrees to reimburse the National Park Service for costs associated with the issuance and the monitoring of the permit. Costs will be deducted from the bond. NPS will issue a third party draft for any monies remaining after the total of charges are billed.

III. GENERAL LIABILITY INSURANCE – General liability insurance is required. An original certificate of insurance with a rider stating that the **U.S. GOVERNMENT, NATIONAL PARK SERVICE** named as co-insured. An original certificate of insurance must be provided to the park prior to permit issuance and filming begins. General liability insurance amounts are listed on the **RATE INFORMATION** sheet.

IV. NATIONAL PARK SERVICE SUPERVISION AND COSTS – Filming activities authorized by this permit will be supervised by an NPS employee to ensure full compliance with all the terms of the permit. The extent and complexity of the filming operation will determine the level and type of supervision. Delays or schedule changes must be provided to the NPS a minimum of 36 hours in advance. Failure to provide advance notification will result in a **non-refundable** minimum charge for each staff person scheduled for the activity. This charge will be \$100 per each employee assigned. Refer to the **RATE INFORMATION** sheet for a list of rates covering the supervision of a filming operation. The performance bond will be withheld until all charges are paid.

V. PRE-PERMIT CONFERENCE – Filming permits will only be issued after a completed application has been received and reviewed by the Filming Coordinator, the application and administrative fees have been paid, and the Filming Coordinator has interviewed the potential filmer in person or via phone. All locations must be approved prior to filming. Technical scouting of the proposed area(s) is encouraged. Copies of storyboards and/or scripts may also be required prior to permit approval, to determine the scope and the impact of the activity. A **minimum of SEVEN BUSINESS DAYS** is required for administrative review of the proposed filming activity.

VI. PERMIT CONSIDERATIONS – Requests for filming permits will be evaluated and may be denied if there is an adverse impact on any of the natural and/or cultural resources and/or the visitor's experience in the park. Permits will be denied if the proposed filming activities exhibit the potential for resource damage.

- 1) Glass bottles are prohibited in the park. **Alcoholic beverages are prohibited on ALL set locations.**
- 2) Permittee may be required to provide portable vault toilets. Toilets will be removed immediately upon

completion of the project.

- 3) The use of campfires on the dunes is prohibited.
- 4) The use of live plants from outside the park area is prohibited.
- 5) **Natural and cultural features will not be disturbed, damaged or altered. Wildlife will not be molested, harmed, disturbed, or fed.** Filming of wildlife is permitted only when wildlife will be shown in its natural state.
- 6) Permittee is responsible for any cleanup costs required as a result of spills or accidents resulting from activities during the permit. Permittee is also responsible for any costs and charges associated with the restoration of the resource due to disturbed natural, cultural, and/or historic resources. Cleanup will be conducted in accordance with all applicable Federal and State environmental laws.
- 7) Any accidents or incidents must be reported **immediately** to the NPS ranger on site, who will contact a Law Enforcement Ranger.
- 8) Any changes in locations must be cleared with the Filming Coordinator or Chief Ranger prior to implementation. Notification of delays or schedule changes must be provided to the NPS with a minimum of 36 hours in advance. **The filming permit must be carried on-site at all times.**
- 9) **An on-site meeting will all crewmembers will be held prior to production.** An NPS ranger will conduct the briefing. Safety information, vehicle operations, sanitation, and general NPS policies, laws, rules, and regulations will be covered.
- 10) Visitors will be allowed to watch filming from an area designated by park and permittee. All visitors will be treated with courtesy and in a professional manner.
- 11) Vehicles must stay on the established roadways and parking areas. **Permittee and all employees must adhere to all speed limits and traffic conditions. Off road travel is prohibited.**
- 12) Permittee will clear shooting location of all equipment, props and trash, returning the site to original condition within **twenty-four hours** of completion of filming activity. Cleanup will be to the NPS satisfaction with final inspection made by the Filming Coordinator or designated representative.
- 13) The permit must authorize filming activities involving the use or discharge of firearms. All firearms and ammunition, non-working props included, must be inspected by NPS Law Enforcement Ranger prior to issuance and/or use. All functioning firearms and live ammunition will be retained and controlled by the Law Enforcement Ranger(s) until the completion of the filming permits
- 14) **The permittee must comply with all directives given by rangers. Rangers will perform periodic monitoring of filming activities and will have FULL AUTHORITY to deny any activity deemed incompatible with permit guidelines and park restrictions.**

VII. REQUESTS FOR PERMIT – Permit requests may be made in person, by telephone, FAX, letter, or e-mail. The permittee will be notified if the permit is approved. An authorized on-site representative (producer, director, or location manager) of the film company must meet with park representatives prior to filming. The following items must be done by the film company representative prior to the commencement of work at the park:

- 1) The required bond amount will be paid, either by a **certified bank check or in cash.**
- 2) Read, sign, and receive the original copy of the permit and agreement.
- 3) Provide the original certificate of insurance with **U.S. GOVERNMENT, NATIONAL PARK SERVICE** named as co-insured.
- 4) Pay estimated charges.
- 5) Discuss final terms of agreement and special instructions as they may apply to filming activities.
- 6) Arrange for a briefing by a NPS ranger to **ALL** personnel involved with the film activity.

An original copy of the completed permit/agreement must be carried on-site at all times during filming activities and

must be presented upon request to any authorized park personnel.

VIII. FILMING ACTIVITIES – All permitted filming activities will be conducted in strict compliance with all Federal, State, and county laws and/or regulations applicable to the area of operation covered under the agreement. All vehicles used by the Film Company will be subjected to applicable rules and regulations and length/size limitations.

IX. USE OF ANIMALS - The harassment of wildlife is prohibited by law. Filming of wildlife is permitted if there is no disturbance or manipulation of wildlife.

The use of domestic horses may be permitted if humane treatment is accorded the animal at all times and regulations related to animal use are strictly observed. All Federal and/or State required inspections are required and certificates of inspections must be provided prior to permit issuance. Animals will not be allowed to feed or graze on plant life. All feed brought into the park will be contained so as to not allow its deposition in the park. Any excrement will be removed from the park daily.

X. DISRUPTION OF VISITOR ACTIVITIES - National Park Service policy states that filming activity must not unduly disrupt normal visitor use of the park and the park visitor’s experience of the park.

XI. USE OF AIRCRAFT – Due to the unique nature of the location of White Sands National Monument and its neighbors, White Sands Missile Range and Holloman Air Force Base, the airspace over the Monument is *regulated and administered by the Department of Defense*. Any aerial photography/ filming over the Monument must first be approved by the park and then contracted through Army Air, Department of Defense. Private aircraft or helicopters are *prohibited*.

XII. MEDICAL AND SAFETY REQUIREMENTS – The Superintendent may require the permittee to hire a state-licensed Emergency Medical Technician and equipment.

XIII. CATERING REQUIREMENTS – The caterer at the filming activity must meet all Public Health Service and/or New Mexico State Health standards. A current public health or New Mexico State health certificate must be presented when the permit is signed. The carterer will have trash bags and receptacles readily available. All trash will be stored in adequate containers and removed for proper disposal daily. Trash **will not be disposed** of within the park or park facilities.

IX. TERMINATION OF PERMIT - All filming permits issued by the National Park Service may be terminated **without notice**. Infractions of terms contained in the filming permit or the making of false or misleading statements concerning intended actions in order to obtain a permit are causes for **immediate termination** of the permit. Permits may be terminated with minimum notice due to unforeseen emergencies and/or disasters.

X. ADDRESSES - Mailing: Filming Coordinator White Sands National Monument PO Box 1086 Holloman AFB, NM 88330-1086	Physical (UPS, FedEx); Filming Coordinator White Sands National Monument 19955 Highway 70 West Alamogordo, NM 88310
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BRIEFING SHEET

White Sands National Monument

ALL MEMBERS OF COMMERCIAL CREW AGREE TO THE FOLLOWING:

- *Any changes in locations must be cleared with the Filming Coordinator or Chief Ranger prior to implementation. Notification of delays or schedule changes must be provided to the National Park Service with a minimum of 36 hours in advance. **The filming permit must be carried on-site at all times.**
- * **An on-site meeting with all crew members will be held prior to production.** An NPS ranger will conduct the briefing. Safety information, vehicle operation, sanitation, and general NPS policies, laws, rules and regulations will be covered.
- * Permittee agrees not to interfere with use of any area by park visitors and will not deny public access to NPS lands. Visitors will be allowed to watch filming from an area designated by the park and permittee. Security personnel for the filming company and all crew will follow guidelines provided by NPS for interaction with park visitors. **All visitors will be treated with courtesy and in a professional manner.**
- * Permittee will clear shooting location of all equipment, props and trash, returning the site to original condition within **twenty-four** hours of completion of filming activity. Cleanup will be to NPS satisfaction with final inspection made by the Filming Coordinator or designated representative.
- *Trash and debris will be removed **daily** by permittee. Areas of shooting must be cleared of all hazards each day.
- * Vehicle access on unpaved roads may be restricted following weather disturbances to prevent damage. **Permittee and all employees must adhere to all speed limits and traffic regulations. Off road vehicle travel is prohibited.** Vehicles must stay on established roadways and parking areas.
- * All other visible signs caused by filming activities will be restored to original condition upon completion of filming.
- * Permittee is responsible for any cleanup costs required as a result of spills or accidents resulting from activities during the permit. Cleanup will be conducted in accordance with all applicable Federal and state environmental laws.
- * Any accidents or incidents must be reported **immediately** to the NPS Ranger on-site, who will then contact a Law Enforcement Ranger.