



STATE PRESERVATION BOARD

POLICY FOR USE OF THE CAPITOL, CAPITOL EXTENSION, CAPITOL GROUNDS, AND CAPITOL VISITORS CENTER FOR PRODUCTION

*** This production policy does not apply to news-gathering by the press. ***

APPROVAL

The State Preservation Board (SPB) reserves the right to deny use of the Capitol for reasons involving security, preservation of the Capitol as a national historic landmark, impact on the buildings and their occupants, and the appropriateness of the proposed activities within a public building. All moving image project productions must be approved by both the SPB and the Texas Film Commission. A "moving image project" is defined as a sound and visual production, including a film, television program, national or multistate commercial, or digital interactive media production. It does not include a production that is obscene, as defined by Section 43.21, Texas Penal Code. The SPB has final approval rights. A decision will be made after a careful review of the content, purpose, and impact on the buildings. All production proposals will be evaluated on a case-by-case basis. Production company will make no use of the photographs, images, film, and/or recordings in a manner that would defame the State of Texas, the SPB, or the Texas Capitol. Per Texas Administrative Code Rule §111.15, film or video production for commercial advertising purposes is strictly prohibited.

SCHEDULING OF PRODUCTION

The SPB will be responsible for scheduling production dates. **A minimum of two weeks advance notice is required for all proposed production activities.**

All production companies will be required to fill out an application to be considered for production.

The SPB will require pre-production walk-throughs with a representative from the SPB and a representative from the Capitol Department of Public Safety (DPS) to discuss security, parking, electrical, and other special needs.

After reviewing the Application for Production in the Capitol, Capitol Extension, Capitol Grounds and Capitol Visitors Center with the SPB Events and Exhibits Coordinator and making any necessary changes, all production companies will be required to enter into a Location Agreement.

The SPB shall be reimbursed for staff time allocated to any production activity, including benefits and support costs. These costs shall be reimbursed not later than the 21st day after the date on which the production company receives notice of the charges from the SPB.

Production activities will generally be prohibited during standard business hours (8:00AM to 5:30PM Weekdays), during Legislative sessions, and at any time that the SPB determines will be disruptive of government business.

The production company must carry a liability and damage insurance policy. This requirement may be waived if only hand-held, non-cabled cameras are utilized and no vehicles or props are required on the grounds. A representative from the SPB will inspect the areas to be used with a member of the production company, before and after shooting, to determine if any damage has occurred.

USE OF THE CAPITOL FACILITIES

Production activities must be compatible with the historic preservation and structural limitations of the buildings and grounds.

Modifications to the buildings and grounds for production purposes are strictly prohibited.

Attachments to or contact with furnishings, artwork, or architectural surfaces is strictly prohibited.

Any production aids or equipment must be freestanding with a stable base.

Production is prohibited in the Capitol Historically Significant Spaces listed below:

- House Chamber
- Senate Chamber
- Original Governor's Office
- Treasury
- Legislative Library
- Supreme Courtroom
- Appeals Courtroom
- Agricultural Museum Room
- Secretary of State's Office
- Governor's Reception Room

The Texas House of Representatives and the Texas Senate may authorize production in the House Chamber or Senate Chamber for governmental purposes or special activities scheduled by the House or Senate.



STATE PRESERVATION BOARD

**APPLICATION FOR PRODUCTION IN THE CAPITOL, CAPITOL EXTENSION,
CAPITOL GROUNDS, AND CAPITOL VISITORS CENTER**

PRODUCTION COMPANY INFORMATION

PRODUCTION COMPANY NAME: _____

CONTACT _____ TELEPHONE _____

ADDRESS _____

PROD. MGR. _____ LOC. MGR. _____

CELL PHONE _____ CELL PHONE _____

PRODUCER _____ DIRECTOR _____

PRODUCTION DATE _____ # PRODUCTION DAYS/HRS _____

CONTINGENCY DATE/TIME _____

TYPE OF PRODUCTION:

FEATURE DOCUMENTARY INDUSTRIAL EDUCATIONAL OTHER

GENERAL LOCATION REQUESTED (Capitol Grounds, Extension, Rotunda, North

Steps, South Steps, etc.): _____

PRODUCTION SCHEDULE:

The production schedule will be contingent on Capitol activities. The State Preservation Board (SPB) requests that production activities be limited to Friday, Saturday and Sunday to avoid interference with government business. Other dates will be considered only if it is impossible for production to occur during weekends.

SECURITY:

Only the Capitol Department of Public Safety (DPS) will be used for security inside the Capitol, Capitol Extension, Capitol Visitors Center and on the Capitol Grounds. The production company will be billed by the SPB for the number of security officers it requires. Capitol DPS will coordinate with the production company to determine the number of officers required per production and their duties.

PARKING:

Parking within the Capitol area is limited. A representative of the production company will be required to go on a walk-through of the parking area with a representative from the SPB and a representative from Capitol DPS in order to orient the production company with parking requirements. Loading and unloading of equipment and special parking requests will be coordinated with a representative from the SPB and a representative from Capitol DPS.

ELECTRICAL:

If electricity is required, the SPB will provide an electrician. The SPB will bill the production company for the electrician's services.

REIMBURSEMENT OF AGENCY COSTS/MAINTENANCE FEE:

The SPB shall be reimbursed for staff time allocated to any production activity, including benefits and support costs. These costs shall be reimbursed not later than the 21st day after the date on which the production company receives notice of the charges from the SPB. The check should be made payable to the STATE PRESERVATION BOARD. **Additional charges will be billed as necessary for any damage or required repairs to the building or grounds resulting from production activities.**

DAMAGE TO STATE PROPERTY:

The production company will be liable for all damage to the Capitol, Capitol Extension, Capitol Grounds or Capitol Visitors Center occurring during the production company's utilization of these areas. This includes damage to: floors, walls, ceilings, woodwork, plasterwork, windows, furnishings and equipment, cast iron fencing, gateposts, lampposts, sprinkler system, walkways,

or any portion of the ground cover within the Capitol Grounds. The damage will be assessed and the amount billed to the production company by the State of Texas. The production company shall reimburse the cost not later than the 21st day after the date on which it receives notice of these charges from the State of Texas.

The production company must carry a liability and damage insurance policy with coverage amounts no lower than the following: \$1,000,000 in Commercial General Liability, including bodily injury and property damage with \$5,000,000 of umbrella coverage, \$1,000,000 Automobile Liability, including bodily injury and property damage, plus Workers' Compensation coverage in accordance with statutory limits and employers' liability with limits of \$100,000 bodily injury for each accident, \$100,000 bodily injury by disease and \$500,000 policy limit covering all personnel who provide services. Each policy must include a waiver of subrogation.

This requirement may be waived if only hand-held, non-cabled cameras are utilized and no vehicles or props are required on the grounds. A representative from the SPB will inspect the areas to be used with a member of the production company, before and after shooting, to determine if any damage has occurred.

WALK-THROUGHS:

Prior to the SPB's grant of permission to use any buildings or grounds, a representative from the SPB and a representative from the production company will undertake a formal walk-through of the area to be utilized for production.

AUTHORIZATION TO FILM:

If the occupants of the Capitol, Capitol Extension, or Capitol Visitors Center will be impacted by any production activities, the SPB will inform them of the proposed activities. The occupants affected must approve the proposed activities. No project will be approved if it significantly disrupts state business, interferes with public access or might reasonably be expected to cause damage to the buildings or grounds.

Production Company will make no use of the photographs, images, film, and/or recordings in a manner that would defame the State of Texas, the State Preservation Board, or the Capitol.

The SPB Events and Exhibits Coordinator may contact the production company for additional information after receiving this Application.

If permission is secured, the production company will be required to sign a Location Agreement and provide the required proof of insurance. Production will not be allowed without these documents.

REQUIRED INFORMATION

Please attach to this Application the following information regarding the production:

- (1) Precise location to be used (rooms to be used if indoors, specific outdoor areas, etc.)
- (2) List of production equipment
- (3) List of any auxiliary equipment (wardrobe and accessories, make-up stations, etc.)
- (4) Lighting needs
- (5) Power needs (a generator, regular house power, etc.)
- (6) Estimated overall time needed for production, as well as estimated time of each scene to be shot
- (7) Brief description of the content of each scene to be shot

If any changes or additions to this information occur, please provide a written explanation to the Capitol Events Coordinator via email at Capitol.Events@tspb.state.tx.us or via fax at (512) 475-3366 AT LEAST 24 HOURS IN ADVANCE.

Authorized signature of representative from
Production Company

Date

Revised: July 2013