

Production Policy Guide

Advance Notice Requirements:

The Texas Facilities Commission (TFC) requires a minimum of three (3) business days advance notice to process production applications. Multiple agencies may be involved and approvals are based on the proposed projects' impact to the property and agency operations. Advanced notice is required to better coordinate site preparation between multiple state agencies.

Insurance Requirements:

It is the responsibility of TFC employees to vet Film Applications received by the Texas Film Commission for accuracy and for conflicts with any scheduled events on TFC-managed properties and/or conflicts with internal policy.

Production Companies must provide a current Certificate of Liability Insurance on file at the TFC in the amount and of the type required by the TFC. All certificates must name the State of Texas as the additional insured.

Production Companies requesting to film on TFC-managed property must submit the following insurance documentation to the Texas Film Commission:

1) Certificate(s) of Insurance will oblige as evidence of General Liability, as well as Automobile Liability and/or Aircraft Liability, as applicable. The certificate(s) must be in U.S. dollars.

The policy(ies) must be endorsed to include: The State of Texas, including its officers, agents, employees and servants is named as additional insured, with respect to liability arising out of the operations related to filming on TFC-managed property. The additional insured endorsement(s) must be submitted with the certificate(s).

Certificate Holder:

The State of Texas
Texas Facilities Commission
1711 San Jacinto Blvd.
Austin, TX 78701

General Liability coverage in an amount of not less than \$1,000,000 each occurrence.

Umbrella coverage in an amount not less than \$1,000,000.

Automobile Liability "Owned", "Hired" and "Non-Owned" coverage in an amount not less than \$1,000,000 per each accident.

2) Workers Compensation Proof of workers compensation in accordance with statutory limits and employers' liability with a limit of \$1,000,000 bodily injury for each accident, \$100,000 bodily injury by disease and \$500,000 policy limit covering all personnel who

provide services, is required. In the event that a Production Company is self-insured for Workers' Compensation coverage, it can provide written documentation of this fact on its letterhead, signed by an officer.

Fees:

HB 374 allows for the Texas Facilities Commission to recoup from the Production Company the costs incurred by TFC during production-related activities and/or costs incurred as a result of damage done to state property during this time period. However, the Texas Film Commission does not charge for its services to facilitate permission to utilize state-owned property for filming purposes.

The Texas Film Commission has a Written Notification of Reimbursable Costs Form in its application packet which TFC may utilize to submit a written request for reimbursement to an applicable Production Company involved in production activity on TFC-managed properties. This document may be used to invoice the production and therefore reimburse the Texas Facilities Commission for costs incurred as a result of on-location production activity. This process is handled by the Commercial Parking and Special Events Division of the Texas Facilities Commission.

Supervision Assignments:

A TFC representative must be on site for all production activities on TFC-managed property. Additionally, filming and/or photography production activities may necessitate the assignment of inspection and/or law-enforcement personnel. Costs incurred for state employee personnel time may vary depending on the property and use, as required.

Security:

Security officers are not automatically assigned to approved production requests and, must be requested by the Production Company in advance. Failure to do so may prevent the production activity from taking place. It is the Production Company's responsibility to contact the applicable local law-enforcement a minimum of 72 hours prior to the production activity to determine whether officers are needed and available, and to determine if local law-enforcement should be involved.