

BOYLSTON FACILITY

Civic Center Underground (CCUG)

FILMING CONDITIONS & REQUIREMENTS

BOYLSTON PROPERTY

- 1.) Air conditioning shall not be turned off without prior authorization from District Superintendent or facility manager.
- 2.) No plaques, pictures, emblems, or any real property will be removed from the walls of the buildings (must have prior approval).
- 3.) No partitions will be removed or modified (must have building manager's approval).

FILM PERMIT

- 1.) All proposed film locations must be on the permit, or no filming will be allowed. Scenes shall not identify Boylston facility or DWP insignia/seals.
- 2.) If your film shoot requires changes to an area within the facility, photos must be taken of the area to ensure that area is returned to its original state, Photos must be given to the DWP site coordinator (prior approval must be given).
- 3.) Record details for reassembly of specific equipment which may be moved or otherwise impacted by your filming process, i.e. moving refrigerator, coffee-maker, changing color of walls, moving furniture, etc.
- 4.) All proposed film locations must be on the permit, or filming will not be allowed.
- 5.) All walkways, doorways, and pathways will remain unobstructed at all times. If wiring is on the ground, pedestrian crossovers must be used.
- 6.) The production companies must not move any paper work from desks (must have prior consent).

FILM PRODUCTION COMPANY

- 1.) All production companies shall wear proper I.D. at all times while on DWP property. A list of all crew personnel must be given to DWP site coordinator for the purpose of checking-in all movie crew personnel.
- 2.) Parking for all personnel vehicles shall be arrange with the facility manager.
- 3.) The production company trucks and equipment will be allowed to park only in the areas approved by the District Superintendent.
- 4.) The production companies are not allowed to start working until filming permit has been approved and received by facility supervision. All filming activities will start and end at the permit–stated time.
- 5.) The production companies are not permitted to use any Department equipment (fax mach., phones, computers, copy mach. brooms, mops, trashcans or bins). Companies should bring their own maintenance equipment, supplies and trash bags. Unless prior arrangements have been made with facility manager for a custodial staff to be hired at filming company's expense.
- 6.) The production companies must clean all areas that they occupied.

FILM PRODUCTION COMPANY (Continued)

- 7.) The production company will be responsible for the conduct of all cast and crewmembers. All cast and crewmembers will honor off limit areas.
- 8.) The production companies will supply their own electrical needs, i.e. generator(s).

DEPARTMENT WIDE POLICIES & PROCEDURES

A Primary Filming Monitor will be the person all film crews will communicate with, if you should need any provisions or have any questions during your filming project at the facility (Please do not disturb the Superintendent or other supervisors).

- There will be a DWP monitor(s) on duty at every film or photo shoot (number of monitors will be determined on the tech. scout).
- Security will remove any member of the cast or crew who becomes verbally or physically abusive.
- No alcoholic beverages allowed on DWP property (NO EXCEPTIONS).
- No smoking is permitted on DWP property (except designated areas).
- No weapons allowed on DWP property (guns, knives, etc.).