



## **CODE OF CONDUCT**

It is the responsibility of the producer who is submitting the application for a film permit to ensure that the cast and crew are made aware of this Code of Conduct and that they comply with its guidelines. Please share this information with your crew and help us to create a positive experience for your production and the community.

Film production crews are considered guests in the communities they are filming in and shall treat the residents of those communities with civility.

### **Parking Restrictions**

- “No Parking/ Tow Zone” signs/meter covers can be posted by the production company without first receiving approval from the Peoria Police Department- Parking Enforcement.
- Meter covers will be provided, at the expense of the production company, prior to the closure of public streets.
- Access to parking decks will be provided, at the expense of the production company, if the parking deck is City owned.
- The relocation of parked vehicles from permitted zones can only be performed by the Peoria Police Department- Parking Enforcement and only when adequate public notice has been provided, and visible “no parking/ tow zone” signage has been posted.
- Production vehicles arriving on location shall not enter the area before the filming dates and times mentioned on the Application for Film Permit. If production dates are consecutive and production vehicles are intended to remain on site then prior approval must be received by the Peoria Police Department.
- Production vehicles will not block fire hydrants, bus stops, crosswalks or handicap ramps or parking spaces.
- “Loading Zones” are restricted parking spaces to designated buildings and businesses. Production parking in loading zones is prohibited without the consent of the business.

## **Vehicular & Pedestrian Traffic**

- Public access to businesses, buildings and residences must be maintained. Do not block entrances to businesses and buildings.
- Vehicular traffic control can only be implemented by the Peoria Police Department and/ or the Fire Department.
- Cables and equipment on sidewalks and over crosswalks must be properly covered and secured.

## **Noise**

- Production noise levels should be kept to a minimum.
- Loud special effects (pyrotechnics, simulated gunfire, etc.) must be performed between 7:00 a.m.- 10:00pm and only under the supervision of the Peoria Police and Fire Department.

## **Private Property**

Production shall not occur on private property or restrict access to neighboring buildings or residences without prior arrangement and permission from the owner/manager.

## **Trash**

All catering, craft service, construction and other trash must be removed from the location at completion of each day's filming. Removal of notices and no-parking posting is the responsibility of the production.

## **Vegetation**

Removal or trimming of trees and plants is prohibited without authorization.

## **Etiquette**

- Crew should be prepared to provide identification, permits and location agreements when requested.
- Familiarize yourself with neighborhood, giving special consideration to schools, hospitals, daycare centers, places of worship, etc.
- Recognizing that production can be a demanding enterprise troubled by budget and schedule concerns, we request that you be fair, honest and reasonable when dealing with the community.

**Notification**

When filming in residential neighborhoods or business districts, proper advance notification is to be provided to residents, business owners and/or building managers impacted by production activity.

SAMPLE TEMPLATE

PLEASE INCLUDE COMPANY LOGO/LETTERHEAD

## FILMING NOTICE

Dear Residents & Business Owners:

(Production Company Name) will be filming scenes for the (series/movie/commercial) titled (Project Name) in your neighborhood on:

Insert all dates and times (include preparation and strike dates and times)

To park essential vehicles and equipment, streets in your area will be posted as NO PARKING/TOW ZONE during the following dates/times:

Insert all dates and times/ location

If you have any questions, concerns or special needs, PLEASE CONTACT:

Location Manager (Name and Number)

On-Site Coordinator (Name and Number)

Additional Details:

- (Please include details of street closures, alternative parking, and/or special effects)
- Permits and traffic control, if required, are being coordinated by the City of Peoria and the Peoria Police Department.
- We will NOT block driveways, loading zones, fire hydrants, bus stops or handicap ramps or parking spots.

If you have any additional questions regarding this filming, you may also contact Stacy Peterson, the City of Peoria's Strategic Communications Manager, at [speterson@peoriagov.org](mailto:speterson@peoriagov.org) or 309-494-8560.

We look forward to filming in your neighborhood and thank you for your cooperation.