

Photography, filming and Video Taping

City of East Grand Rapids -- CODE OF CONDUCT

To production companies: You are guests and should treat this location, as well as the public, with courtesy. Good neighbor relations with the local community in which we work is very important. Please adhere to the following guidelines.

To the citizens: If you find this production company is not adhering to the Code of Conduct, please contact the East Grand Rapids Parks & Recreation Department, at 616-949-1750.

1. When filming in a neighborhood or business district, proper notification is to be provided to each merchant or neighbor who is directly affected by the company (this includes parking, base camps, and meal areas). This filming notice should include:

- Name of company
- Name of the production
- Kind of production (e.g., times, dates, number of days, including prop and strike)
- Company contact (first assistant director, unit production manager, location manager)
- Name and number of East Grand Rapids Parks & Recreation Department
- Location Manager and phone number
- The Code of Conduct should be attached to the filming notification which is distributed to the neighborhood.

2. Production vehicles arriving on location in or near a residential neighborhood should enter the area at a time no earlier than stipulated in the permit, and park one by one, turning off engines as soon as possible. Cast and crew shall observe designated parking areas.

3. If a production pass identifying the employee is issued by the Production Company, every member of the crew shall wear it while at the location and should be clearly visible to the public.

4. The removal, moving, or towing of the public's vehicles is prohibited without permission of the driveway owner.

5. No production vehicles should park in or block driveways without the express permission of the driveway owner.

6. Cast and crew meals shall be confined to the area designated in the location agreement or permit. Individuals shall eat within their designated meal area during scheduled crew meals. All trash must be disposed of properly upon completion of the meals.

7. Removal, trimming and/or cutting of vegetation or trees is prohibited unless approved by the permit authority or property owner.

8. Remember to use the proper receptacles for disposal of all napkins, plates and coffee cups you may use at that location.

9. All signs erected or removed for filming purposes will be removed or replaced upon completion of the use of that location unless otherwise stipulated by the location agreement or permit. Also remember to remove all signs posted to direct the company to the location.

10. Every member of the cast and crew will keep noise levels as low as possible.

11. Articles of clothing that do not display common sense and good taste should not be worn by crew members. Shoes and shirts must be worn at all times, unless otherwise directed. Crew members shall not display signs, posters or pictures on vehicles that do not reflect common sense or good taste (i.e., pinup posters).

13. Do not trespass onto other neighbors' or merchants' property. Remain within the boundaries of the property that has been permitted for filming.

14. Make sure all catering, crafts service, construction, and personal trash is removed from the location.

15. Observe designated smoking areas and always extinguish cigarettes in butt cans. Cigarette butts shall not be tossed on the ground as a means of disposal.

16. Cast and crew will refrain from the use of lewd or improper language within earshot of the general public.

17. The company will comply at all times with the provisions of the filming permit. The East Grand Rapids Parks & Recreation Department appreciates your cooperation and assistance in upholding the Code of Conduct.