



**PARKS AND RECREATION
Policies and Procedures**

Policy Manual
General Directive
Commercial Filming Policy and Procedure Effective September 1, 2013
Reviewed Date: October 21, 2019 Next Review Date: September 1, 2020

I. Purpose

To accommodate film production and commercial photography in or at City of Tampa Parks and Recreation facilities

II. Definitions

Certificate of Insurance shall mean a certificate issued by an insurance company in an amount and in such form as is approved by the city of Tampa Risk Management Department, which represents that the user holds general liability insurance which covers the filming activity and which names the city and the Department as additional insured

City shall mean all departments and divisions governed by the City of Tampa

Commission shall mean the Tampa Hillsborough Film & Digital Media Commission, 201 N Franklin St, Ste 2900, Tampa, Florida 33602

Department shall mean the City of Tampa Parks and Recreation Department

Director means the Parks and Recreation Department Director or designee

Film Permit shall mean a permit issued by the Commission

Filming Activities shall mean use of still photography cameras, video or movie cameras to capture an image that will be used for commercial purposes including, but not limited to: portrait settings of individuals or groups, commercials, training films, industrial and short subject films, movies, documentaries, or advertisements

Park Rules shall mean standard rules for use of parks and/or park facilities, including but not limited to, all City Ordinances, Resolutions, and Policies and Procedures

Permit shall mean a Film Permit issued by the Tampa Hillsborough Film Digital Media Commission

Superintendent shall mean the Parks and Recreation Special Events Superintendent

User shall mean an individual or business entity using Department areas for filming activities and assuming responsibility for same

III. Policy

It is the policy of the Department to allow filming and commercial photography when and where possible. The Department requires that primary consideration be given to potential resource damage and to anticipated disruption of normal public use

IV. Procedure

To film/ photograph in a City park or facility, a User must first contact the Commission. The Commission will coordinate availability of space and any applicable fees, issue the permit once all requirements are met, and provide the permit to the Superintendent or designee

Authorization to use a City park or facility for filming activities is considered confirmed when an approved Permit and Certificate of Insurance are received by the Department from the Commission

Permission granted to a specified User shall not be assigned by that User to another party without written consent of the Director

A User must comply with all Park Rules unless previous approval has been arranged.

Approved and issued:



Paul Dial, Director



Date