

BALTIMORE FILM OFFICE

CODE OF CONDUCT

Thank you for honoring this Code of Conduct and for being a respectful and courteous guest in the communities where you are working. Film production companies have a responsibility to maintain a good relationship with residents and business owners to ensure that the filming experience is a positive experience for all.

Productions are obligated to adhere to the guidelines listed below:

1. **LOCATION NOTIFICATION:** 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) at least 48 hours prior to filming. The filming notice shall include:
 - Name of production company and project title
 - Type of production (feature film, commercial, TV program, music video)
 - Type of activity and duration (times, dates, number of days, including prep and wrap)
 - Parking and traffic restrictions
 - Special conditions (use of pyrotechnics, smoke, simulated gunfire or stunts)
 - Company contact, phone number and email
2. **PERSONAL VEHICLES:**
 - Crew parking on set is prohibited. Production is responsible for arranging parking for crew vehicles.
3. **PRODUCTION VEHICLES:**
 - Shall turn off engines ASAP, observe designated parking areas,
 - Shall not park production vehicles in, or block driveways without the express permission of the municipal jurisdiction or driveway owner.
4. **TOWING OF VEHICLES:**
 - The removal, moving, or towing of the public's vehicles is prohibited except when conducted by an authorized Department of Transportation tow truck, and only when adequate public notice has been provided and "no parking" signage has been posted.
 - Vehicles that are removed will be relocated nearby and police and DOT will have location information.
5. **CAST AND CREW MEAL:**
 - Meals shall be confined to the area designated by locations.
6. **TRASH:**
 - All trash must be disposed of properly upon completion of meals.
 - Use proper receptacles for disposal of trash and cigarettes.
 - All catering, craft service, construction, strike and personal trash shall be removed from the location by the end of each day.

7. VEGETATION/TREES:

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

8. SIGNAGE:

- All signs erected shall be removed and all signs removed for filming purposes shall be replaced upon completion of the use of that location unless otherwise stipulated by the location agreement or permit.
- Remove all signs posted to direct the company to the location, crew parking, holding, catering, etc.

9. BOUNDARIES:

- Do not trespass onto other neighbors' or merchants' property.
- Remain within the boundaries of the property for which there is a location agreement.
- Businesses and residents must be allowed to receive all deliveries.
- Ensure safe pedestrian passage through and around your set at all times. Cover cables with mats, don't allow crew members to congregate in pedestrian passageways. Do not block entrances to businesses, buildings and residences without permission or a location agreement.

10. VEHICULAR & PEDESTRIAN TRAFFIC

- The temporary halting of pedestrian foot traffic must be courteous and reasonably brief.
- Vehicular traffic control can only be implemented by Baltimore City Police or Department of Transportation Traffic Enforcement Officers.

11. NOISE:

- Cast and crew members shall keep noise levels as low as possible.
- Refrain from the use of lewd and improper language within earshot of the general public.

12. CAST AND CREW

- All productions are expected to have and abide by their employer's COVID-19 safety plan and protocols.
- Must follow smoking restrictions and always leave cigarette butts in appropriate containers.
- Shall wear appropriate clothing and comply with appropriate employee safety regulations.
- When production ID passes are issued, every crew member must wear the pass while on location.