



## Film Permit Application

Email to:

[macosta@glendaleca.gov](mailto:macosta@glendaleca.gov)

 Commercial  
 Music Video Feature Film  
 PSA TV Series  
 Still Photo Reality TV  
 Documentary Student Film  
 Director's Reel

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Location Manager: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Director: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Production Title: \_\_\_\_\_

**REQUESTED LOCATION:** Location #1: \_\_\_\_\_ Date: \_\_\_\_\_

**HOURS OF PARK USAGE:** Preparation/Move-In : From \_\_\_\_\_ To \_\_\_\_\_

Filming : From \_\_\_\_\_ To \_\_\_\_\_

Clean-up/Move-Out: From \_\_\_\_\_ To \_\_\_\_\_

**NUMBER OF VEHICLES:** Cast/Crew Cars \_\_\_\_\_ Trucks \_\_\_\_\_ Motor Homes \_\_\_\_\_

Camera Cars \_\_\_\_\_ Catering Trucks \_\_\_\_\_ Star Wagons \_\_\_\_\_

**SPECIAL EFFECTS:** \_\_\_\_\_

**FACILITY ALTERATIONS:** \_\_\_\_\_

**DESCRIPTION OF FILMING ACTIVITIES:** Describe in detail all filming activities.

**TALENT NAMES:** \_\_\_\_\_

\_\_\_\_\_  
Signature of Person Completing This Form

\_\_\_\_\_  
Date

## **City of Glendale Park and Facility Reservation Policies, Terms, and Conditions - Film Permits**

1. This "Facility Permit Agreement" or "Global Sales Receipt" (collectively, Permit) constitutes a contract and written agreement between the City of Glendale and me. These Reservation Policies, Terms, and Conditions are incorporated into and made part of the Permit.
  2. Insurance is required for the Permit. I have reviewed the insurance requirements provided to me by the City, and I will provide the requested documentation. If Insurance is not provided, I understand that all participants associated with my Permit (including coaches, participants, guests, invitees, volunteers, officials, spectators, contractors, vendors, or anyone whom I employ, hire, or use, all of whom are collectively, "My Participants") must sign a Release of Liability Form prior to the start of my Permit and must submit the Form to City staff.
  3. The City charges a non-refundable 2.5% service fee for all credit card transactions. This will be charged as a separate transaction, and is applicable to all payments made with credit card.
  4. MY AGREEMENT TO INDEMNIFY CITY: In exchange for the City of Glendale's allowing My Participants and me to rent, use, occupy, operate, or hold my event(s) or activity(s) at the facility or facilities, I agree to indemnify, defend and hold harmless the City of Glendale, its officers, agents, employees, officials and representatives from and against any and all liability, lawsuits, actions, proceedings, judgments, claims, liens, losses, damages, injuries (including bodily injury, personal injury, accidental death, property damage; and regardless of whether the allegations are false, fraudulent or groundless), fees, costs, sums, expenses (including attorney's fees, litigation, arbitration, mediation and appeal expenses) that, in whole or in part, arise out of or are caused by, or which are alleged to have arisen out of or to have been caused by, any one or more of the following circumstances: My Participant(s) and/or my (a) acts, errors or omissions; (b) rental, use, occupancy, operation(s), event(s), or activity(s) in or at the City's facility or facilities; (c) a condition of the premises in or at the facility or facilities; or (d) use or operation of any equipment in or at the facility or facilities.
  5. The applicant as indicated on the Facility Permit Application must be at least 18 years of age and must attend the event from beginning to end. This person must maintain an orderly activity in compliance with the General Rules and Guidelines. The applicant must assume responsibility for all participants and their actions. Improper use of the facility will result in its immediate closure. Action will be taken against misrepresentation of an event. A fine may be assessed.
  6. Changes, Cancellations & Refunds: I understand that all refunds will be processed by the City within three (3) business days. Refunds for cash or check payments will be made with a check, and may take up to 6 weeks to be sent to the payee at the address on the Global Sales Receipt at the time of payment. Refunds for credit card payments will post within three (3) business days, but may take up to one (1) week for the credit to appear on the credit card statement.
- FINAL CHANGES or revisions on the existing Permit Applications, including payments and all required documents, due prior to the start of arrival, or as indicated under the Comments of the Permit.
7. A conditionally refundable deposit of \$2,000 is required for this permit.
  8. Additional notes related to this film permit are included in the Permit. Applicant understands that those notes must also be adhered to in full.
  9. Alcohol and smoking are strictly prohibited in all parks and facilities. Violation will result in immediate cessation of the event and eviction of guests. Violation may also result in forfeiture of deposit fees if applicable. In addition, the applicant may be cited and/or fined for violation.
  10. The applicant is responsible for providing and preparing all food, decorations, materials and miscellaneous items necessary for his/her event, unless otherwise stated on the facility permit. The applicant must leave all permitted facilities clean and orderly. All decorations, trash and debris must be placed in the provided receptacles. All spills are to be cleaned by the applicant.
  11. At least one staff member from the Community Services & Parks Department will be present during the permitted event.  
The staff member(s) are responsible for monitoring all events and enforcing all rules and regulations regarding event permits.  
Staff members are NOT responsible for preparation, execution, facilitation or cleaning of permitted events.
  12. Applicant's filming and catering are only permitted to utilize the facilities listed on the permit.

13. A film permit will be required by the Economic Development Department. Applicant must obtain that permit themselves, and this will not be valid until a Citywide Film permit is issued.

14. Except for service animals, domestic pets and non-domesticated animals are strictly prohibited in any community building, community center, or office building or facility operated by the Community Services & Parks Department.

a) Under the Community Services & Parks Department's "General Rules and Regulations," all domesticated pets/animals must be restrained on a leash that is six feet or shorter in length in all parklands at all times. Except for service animals, non-domesticated animals are prohibited in any park in the City of Glendale.

b) Under the City of Glendale's Municipal Code, no person shall hitch or tie to any tree or shrub in any public street, alley or public place in the city any horse or other animal. (Municipal Code Section 6.04.110)

c) Petting zoos, including a single pony or horse for photo opportunities, or any other kind, are prohibited in any community building, community center, or parkland.

15. In the event of a natural disaster or emergency situation, a City facility may be required to host an Emergency Operations Center or Shelter. In the event a facility is required for this purpose, your reservation may be transferred to another facility (subject to availability) or cancelled. If your reservation is cancelled due to a natural disaster or emergency situation, the City will provide a full refund. The City will not be liable or responsible for any direct, indirect, consequential, incidental, or special damages that result from the cancellation. By accepting the full refund, you agree that (1) the refund is the sole remedy for the cancellation, and (2) you will not file a claim or bring an action against the City for damages of any kind or nature.

I have received a copy of the City of Glendale Park and Facility Reservation Policies. I have also received a copy of the **General Rules and Regulations for City Parks, Facilities and Recreation Buildings.** If these rules and regulations are not adhered to, I understand that a part of, or all of my security deposit will be used to cover costs. If no security deposit was paid, or if charges exceed the security deposit amount, any additional charges will be billed to the applicant. Action will be taken against misrepresentation of an event.

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_  
(Print Name)

Signature: \_\_\_\_\_

City of Glendale Community Services & Parks (CSP) welcomes and encourages the use of City parks and facilities as resources for social, educational, leisure and recreational uses. Parks facilities accommodate a wide variety of activities with requirements varying from serene, contemplative natural park settings to noisy playgrounds and sports fields. Each CSP facility is designed for particular uses and intended for the benefit and use of the general public in accordance with that design. Patrons whose conduct or behavior is disruptive or incompatible with the intended purpose of a park or facility prevent others from enjoying and using the park or facility.

Generally, parks are open and available for public use between the hours of 7:00 a.m. and 10:00 p.m. unless otherwise posted.

The trails are open and available for public use between the hours of 6:00 a.m. and one hour after sunset. Parks that have trails will be open at 6:00 a.m. to allow access to the trails.

Parks and recreation facilities are generally available on a first-come-first-serve basis, unless the park or facility allows for reservations and the park or facility has been reserved through the permitting process.

The hours of operation may differ from the hours of reservation, please check CSP's website for the hours of operation.

Parks, buildings, & facilities may be reserved for use with a permit seven (7) days per week between the hours of:

Parks 6:00 a.m. - 10:00 p.m. Monday - Sunday

Community Buildings & Facilities: 8:00 a.m. - 10:00 p.m. Monday- Sunday

Civic Auditorium: 5:00 a.m. - 12:00 a.m. Monday- Sunday

Community Centers: 6:00 a.m. - 10:00 p.m. Monday-Thursday

6:00 a.m. - 12:00 a.m. Friday-Sunday

The hours of use may be extended with prior approval by the Director, but to an end time no later than 2 a.m.

CSP issued permits - Facility Permit Agreements (FPA) - are required to reserve designated parks, picnic areas, sports courts, athletic fields, facilities and buildings, regardless of the number of persons in the group (list of facilities is available at the Customer Service Office). An application must be submitted to CSP to reserve a CSP facility, when applicable. Permits are only valid for the time(s) and date(s) specified on the permit. A person or persons representing companies, groups or organizations signing FPAs will be held responsible for complying with all the terms and conditions of the FPA. All permits are given for the sole use of the permittee and permits cannot be sublet or transferred to any other individual, corporation, or organization.

Groups and individuals without reservations may be asked to relocate when using a facility that has been reserved. The permittee must observe established occupancy limits for parks and facilities. The City reserves the right to modify or revoke FPAs due to unforeseen circumstances. CSP facility reservations and information are available through the CSP Department.

Parks and facilities must be clean and free of trash and debris at the conclusion of the reservation, or the permittee's security and cleaning deposit may be partially or fully forfeited.

For Special Events, applicants must apply for a permit through the City Clerk's Office (GMC 9.20.040 and 5.96). Special Events include, but are not limited to parades, carnivals, farmers markets, block parties, parking lot sales, and various civic events.

CSP issued permits, FPAs, are required for any group of twenty (20) or more persons participating in an organized event or activity (i.e. birthday parties, weddings, retreats, field trips, picnics, etc.) at any CSP facility. An FPA is required for any group of six (6) or more persons engaging in any organized athletic activity (i.e. football, soccer, baseball, and softball), active sports, or recreation activity upon any athletic field or open turf.

Park areas or facilities may be closed to public entry during inclement weather conditions, emergencies, or for protection of facilities, public safety or wildlife management purposes. Restrictions will be posted.

Barbecuing is allowed only in City provided grills. Portable grills (gas or coal) are allowed at the park if there is an existing

barbecue grill and must be used in designated picnic areas. Hot coals must only be discarded in hot coal containers.

Alcohol is not allowed at parks or CSP facilities unless an Alcohol Permit is issued by the City. Refer to the Alcohol Policy for details.

Food trucks and food carts are not allowed at parks or CSP facilities unless a FPA is obtained.

Appropriate insurance will be required prior to approval. The food truck or food cart must be parked in the area specified on the FPA. If the park does not allow for vehicle access, the truck or cart must stay in the parking lot or street as designated on the FPA.

The Rules & Regulations are designed to: ensure the safety and respect of all people, ensure the ground's maintenance, protect Community Services & Parks property, and create an environment that encourages use of the parks and facilities for the purpose for which it was designed.

A patron whose activity, conduct, or behavior is incompatible and inconsistent with CSP's proper use or safe operation will be required to leave the CSP facility and grounds.

The Director may exclude a "problem patron" a patron who allegedly has violated a CSP Rule and suspend the patron's CSP privileges. The Director delegates to CSP supervisors and by extension, any CSP staff member and Glendale Police Department (GPD) officers the authority to take the same action against a problem patron. See the Enforcement of Rules & Regulations document for the details on CSP's suspension policy and progressive discipline for violation of the Rules & Regulations.

The following conduct, behavior, and acts are prohibited:

1. Level 1 Offense

INCLUDED, BUT NOT LIMITED TO:

a. Loud, boisterous, disruptive, or unsafe behavior that:

(1) Disturbs, or can be reasonably expected to disturb, other patrons;

(2) Interferes with or hinders patrons or CSP staff's safety, use, comfort, or quiet and peaceful enjoyment of CSP grounds; or

(3) Interferes with or hinders CSP staff's performance of their duties, or the operations of the CSP facility. Examples include, but are not limited to:

- (A) Obstructing an entrance, exit, passageway, or an access point to the CSP facility.
- (B) Preventing or impeding another patron or CSP staff from entering, exiting, or using CSP grounds.
- (C) Running, climbing, pushing, shoving, or wrestling.
- (D) Throwing an object.
- (E) Discarding trash or debris in a place other than in a trash receptacle.
- (F) Singing, or playing a musical instrument, or both, inside buildings, except as part of an event or program authorized by the CSP Administration.
- (G) Operating or using a cell phone, audio equipment, headphones, personal electronic or entertainment equipment, or another device at a volume that other patrons can hear.
- (H) Use of loudspeaker or sound-amplifying equipment without first filing an amplified sound registration statement and obtaining approval thereof.
- (I) Spitting.

- b. Bringing an animal onto CSP grounds or into CSP buildings, except a dog on a leash or except a service animal to aid a person with a disability or an animal for a CSP-sponsored program, unless otherwise posted.
- c. Failing to remove and properly dispose of dog defecation from CSP grounds.
- d. Consuming food, or an open beverage, or both inside buildings, except in designated areas & authorized by staff. A non-alcoholic beverage in a covered container and small snack food may be consumed in the buildings, except in a designated zone, with a posted sign, where food and beverage is prohibited.
- e. Sleeping in excess of thirty (30) minutes, with exception of children under 4 years of age.
- f. Placing feet on a table, chair, or against a wall.
- g. "Overcrowding" in a seating area.
- h. Leaving or storing "excessive baggage" in the CSP building.
- i. Leaving a personal belonging unattended or storing it on CSP grounds, or within 20 feet of an entrance, exit, or door to the CSP facility.
- j. Nighttime camping.
- k. Feeding animals, feral or wild.
- l. Preventing, impeding, or obstructing another patron or CSP staff from entering or exiting the building, or using CSP material, equipment, or facilities.

Examples include, but are not limited to:

- (1) Placing one or more personal belongings on a seat, or table not being used by the owner.
- (2) Lying on the floor or furniture
- (3) Blocking a passageway, aisle, room, entrance, or exit.
- m. Rearranging and moving furniture to a different part of the building.
- n. Unauthorized use of electrical outlets inside buildings and out in the parks. Use of electrical outlets is restricted to CSP-owned equipment and other patron-owned devices for the purpose of learning, reading, writing, studying, thinking, listening, viewing, and obtaining information.
- o. Entering the CSP facility or remaining in the facility without wearing outer clothing, except at the aquatics facilities, including:
  - (1) A shirt or other covering of the upper body;
  - (2) Pants, shorts, skirt or other covering of the lower body; and
  - (3) Shoes or other footwear.
- p. Leaving a minor under the age of eight (8) years unattended at any time during a CSP visit.
- q. Filming or photographing without a permit (FPA) or permission of the CSP Administration.
- r. Loitering.
- s. Behavior directed at another person, group, or CSP staff that a reasonable park user or a reasonable CSP staff member would find to be harassing, annoying, or disrupting.

Examples include, but are not limited to:

- (1) Staring at another person.
- (2) Following another person about the park grounds or inside the facilities.
- (3) Yelling at a patron or staff.
- (4) Eavesdropping on another person or invading that person's privacy.

- t. Use of skateboard, rollerblade, roller skate, scooter, or any skating or coasting device as defined in GMC 10.64.080, unless the area is designated and posted for this purpose.
  - u. Engaging in commercial activity, except at a City sponsored event or with a Facility Permit Agreement.
  - v. Use of amusement devices, including but not limited to trampolines, dunk tanks, moon bounces, and jumpers, unless approved by CSP through a Facility Permit Agreement.
  - w. Use of metal detectors, unless approved by CSP with a Facility Permit Agreement.
  - x. Littering.
  - y. Dumping.
  - z. Ground fires.
  - aa. Use of petting zoos, unless permitted as a Special Event through a Facility Permit Agreement.
  - bb. Para-gliding, hang gliding, parachute jumping or tight-rope, unless approved by CSP with a Facility Permit Agreement.
  - cc. Use of motorized and remote control vehicles, toys, drones and airplanes, unless approved by CSP with a Facility Permit Agreement.
  - dd. Golfing, driving, putting except upon grounds of a golf course, and then is subject to said facilities rules and regulation.
  - ee. Disobeying a posted sign, notice, or instruction of the City which:
    - (1) Is located in, upon or at a park, trail, building, or recreational facility, and
    - (2) Relates to the use of/or the conduct allowed or prohibited in, upon, or at a CSP facility.
  - ff. Failing or refusing to follow, or comply with, a lawful order or direction of an employee, official, or representative of the City concerning the use of/or the conduct allowed or prohibited in, upon, or at a CSP facility.
  - gg. Violating a CSP rule, policy, or procedure regarding 1) the use of CSP facilities or equipment, and 2) participation in CSP's programs/activities.
2. Level 2 Offense  
INCLUDED, BUT NOT LIMITED TO:
- a. Behavior directed at another person, group, or CSP staff that a reasonable park user or a reasonable CSP staff member would find threatening.  
Examples include, but are not limited to:
    - (1) Yelling at a patron or staff in a manner which a reasonable person would find threatening.
  - b. "Smoking" anywhere on or in CSP facilities.
  - c. Soliciting, asking, or begging in an aggressive manner.
  - d. Misusing a restroom, including using it for laundering, bathing, shaving, or hair styling/cutting/shampooing.
  - e. Misusing CSP material, equipment, furniture, facilities, or property.
  - f. Having bodily hygiene or emanating bodily odor that is so offensive as to constitute a nuisance to other patrons, or CSP staff, or both.
  - g. Wading, swimming or bathing in a decorative fountain.
  - h. Knowingly entering a non-public area of the premises.
  - i. Engaging in:
    - (1) Verbal abuse of another patron or CSP staff.
3. Level 3 Offense  
INCLUDED, BUT NOT LIMITED TO:
- a. Being in a state of intoxication or under the influence of: an alcoholic beverage, illegal drug, controlled substance, or another substance.
  - b. Committing theft of CSP material, equipment, or property.
  - c. Throwing an object at another patron or CSP staff.
  - d. Gambling.
  - e. Trespassing.
  - f. Viewing:
    - (1) Obscene matter, as defined in California Penal Code Section 311, or any successor legislation;
    - (2) Harmful matter for minors, as defined in California Penal Code Section 313, or any successor legislation.
    - (3) Child pornography, as defined in California Penal Code Section 311.1(a) or 311.2(b), or any successor legislation.
4. Level 4 Offense

INCLUDED, BUT NOT LIMITED TO:

a. Threatening to commit an assault, battery, physical harm, or bodily injury against an individual or group of individuals.

b. Selling, distributing, consuming, or possessing an alcoholic beverage, except as part of an event or program authorized and permitted by CSP Administration.

c. Destroying, damaging, or defacing, CSP material, equipment, furniture, facilities, or property.

Examples include, but are not limited to:

(1) Writing in, highlighting, or annotating CSP material.

(2) Defacing, cutting, tearing, and removing one or more pages, or parts of pages, from CSP material.

(3) Misusing, altering, or tampering with CSP technological hardware, or software, or both.

(4) Carving an initial, word, symbol, or picture into a surface or furniture covering.

(5) Applying graffiti.

(6) Vandalizing equipment and property.

(7) Stuffing or clogging a toilet, sink, or pipe.

d. Possessing, igniting, or using a substance, material, or device that is hazardous, combustible, flammable, or explosive.

e. Depositing, by means of urination or defecation, "human waste material" in any area of the CSP facility other than in a toilet or other receptacle designed for such waste.

f. Attempting to commit an act that constitutes a misdemeanor or felony under federal, state, or local law, unless otherwise stated elsewhere in the CSP Rules & Regulations.

5. Level 5 Offense

INCLUDED, BUT NOT LIMITED TO:

a. Committing an assault, battery, physical harm, or bodily injury against an individual or group of individuals.

b. Possessing, carrying, displaying, or using a weapon, firearm, or ammunition, except as allowed by law.

c. Selling, distributing, using, or possessing an illegal drug or controlled substance.

d. Engaging in:

(1) Exhibitionism ;

(2) Voyeurism ;

(3) Sexual act or behavior;

(4) Lewd and lascivious conduct; or

(5) Physical or sexual abuse of another patron or CSP staff.

e. Loitering by an adult to engage anyone under eighteen (18) years of age in unlawful or illegal conduct.

f. Committing an act that constitutes a misdemeanor or felony under federal, state, or local law, unless otherwise stated elsewhere in the CSP Rules & Regulations.

g. Hunting animals in any form (i.e. firearms, bow and arrow, falconry, knife, etc.)