

**DEKALB COUNTY GOVERNMENT  
FILM POLICY**

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This page showing current page dates of the Film Policy will be updated on the County's web page each March at [www.dekalbcounty.org](http://www.dekalbcounty.org). This page was last reviewed for updates as of March 1, 2009.

## FILM POLICY

### 1.1.0 Policy Intent

The DeKalb County Board, and the Presiding Judge of DeKalb County, in the interest of displaying the beautiful and historic courthouse, and acting in the best economic interests of the citizens of DeKalb County, will consider on a case-by-case basis, issuing a revocable license to utilize the DeKalb County Courthouse (1904) and the surrounding county-owned grounds to individuals and corporations for the purpose of making motion pictures.

- *(Revised 09/15/2004)*

### 2.1.0 Application

Interested parties must complete a letter of application specifying at a minimum the following:

- *(Revised 09/15/2004)*

2.1.1 How many days and what hours the project is planned for?

- *(Revised 09/15/2004)*

2.1.2 What is being filmed? Scenes should be described completely.

- *(Revised 09/15/2004)*

2.1.3 If there will be an advance team, how many will be involved and how far in advance will they arrive?

- *(Revised 09/15/2004)*

2.1.4 How many will be involved in the production in total?

- *(Revised 09/15/2004)*

2.1.5 Will the project require assembly and/or staging areas? If so how many and of what size?

- *(Revised 09/15/2004)*

2.1.6 How many production vehicles will be involved and where will they be parked?

- *(Revised 09/15/2004)*

2.1.7 What will the project's power requirements be and will you be providing it or will you expect the county to provide it?

- *(Revised 09/15/2004)*

2.1.8 Estimate your personnel needs for security and indicate who you expect will provide security for your project.

- *(Revised 09/15/2004)*

2.1.9 Will you need to make any alterations to our property? Specify what those alterations will be.

- *(Revised 09/15/2004)*

2.1.10 Will it be necessary to close off any areas to the public? Please specify plans.

- *(Revised 09/15/2004)*

2.1.11 Where will the cast and crew be fed and how?

- *(Revised 09/15/2004)*

2.1.12 Please indicate a contact person for your project including name, phone/cell/fax/email.

- *(Revised 09/15/2004)*

2.1.13 If a return visit will be sought, approximately when will it requested and what is the estimated duration?

- *(Revised 09/15/2004)*

**3.1.0 Approval Procedure**

The DeKalb County Board and the Presiding Judge of DeKalb County will jointly review the letter of application. If the project matches the goals of this policy and does not adversely impact County and/or Court operations they may authorize the negotiation and execution of a location agreement.

- *(Revised 09/15/2004)*

**4.1.0 Location Agreement**

All projects with a planned duration of three days or more shall require a location agreement. At the county's sole discretion, this may be in the form of a standard agreement provided by the applicant or an agreement provided by the County. In either case, the agreement shall address, at a minimum, the following elements:

- *(Revised 09/15/2004)*

**4.1.1** Third party property coverage naming the County of DeKalb and the DeKalb County Public Building Commission.

- *(Revised 09/15/2004)*

**4.1.2** Personal injury/liability coverage in a form and amounts to be approved by the County.

- *(Revised 09/15/2004)*

**4.1.3** Evidence of compliance with all applicable State and Federal Employment laws including, but not limited to, OSHA, Illinois Workman's Compensation Act, applicable prevailing wages laws, compliance with applicable state and federal drug free workplace and sexual harassment policies, compliance with provisions of the Americans with Disabilities Act, Family and Medical Leave Act, Health Insurance Portability and Accountability Act and all applicable regulations of the Illinois Fair Employment Practices Commission and the Illinois Department of Labor.

- *(Revised 09/15/2004)*

**4.1.4** Hold harmless agreement, in a form acceptable to the County and its Attorney, protecting the County of DeKalb and the DeKalb County Public Building Commission and their officials, agents and employees from all payments, claims, actions or suits arising from the activities of the applicant. The agreement will provide for the defense of the County and the Commission at the expense of the applicant and will provide the County with the right to participate in the choice of counsel.

- *(Revised 09/15/2004)*

**4.1.5** Comprehensive general liability coverage in a form and in amounts acceptable to the County naming the County and the DeKalb County Public Building Commission.

- *(Revised 09/15/2004)*

**4.1.6** Designation of contact person for the applicant and designation of a project coordinator for the county.

- *(Revised 09/15/2004)*

**4.1.7** Provisions for security of the courthouse and grounds. This element must include projected numbers of security personnel, who they will be employed by and the provisions for payment.

- *(Revised 09/15/2004)*

**4.1.8** Evidence of approval from the Sycamore City Manager for projects that will impact in any way the surrounding streets and/or neighborhoods.

- *(Revised 09/15/2004)*

**4.1.9** The per diem licensure fee. This fee shall be net of any and all expenses incurred by the county and shall be payable for each day, or fraction thereof, that the applicant utilizes the courthouse and/or grounds. The amount of the licensure fee is negotiable but in no case shall it be less than \$\_\_\_\_\_ per day.

- *(Revised 09/15/2004)*

**5.1.0**      **Security Deposit**

The Location Agreement , at the County's sole discretion, may require an initial cash deposit, bond or irrevocable letter of credit in an amount acceptable to the County to protect the County from financial loss in the event of default of any type on the part of the applicant.

- *(Revised 9/20/1989)*

**6.1.0**      **Project Commencement**

Following approval of the location agreement by the County and the Presiding Judge of DeKalb County and receipt of the Security deposit, if required, the applicant will work through the County's Project Coordinator to schedule all activities. It shall be the duty of the Project Coordinator to assure that normal functions of the County and Courts are provided for.

- *(Revised 9/20/1989)*

**7.1.0**      **Termination of Project**

The project will be terminated when the earliest of the following occurs. The applicant completes all site activities and departs. The applicant defaults on any condition in the Location Agreement by failing to comply with that contract. The County's Project Coordinator determines that the activities of the applicant can not be completed without disruption of County Services.

- *(Revised 9/20/1989)*