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CODE OF CONDUCT

Film and television productions are guests in the communities in which they work and shall treat all residents with respect and civility. It is the responsibility of each producer/production company to ensure that cast and crew comply with this code of conduct.

Notification

When filming in a neighborhood or business district, proper notification is to be provided to each resident and/or merchant directly affected by filming activity (to include parking and base camp areas) with as much notice as possible (at least 48 hours in advance).

The leaflet shall include:

- Name of production company and title of project
- Production type (feature film, tv series, commercial, etc.)
- Duration (times and dates, including prep and strike)
- Special conditions (any use of pyrotechnics, smoke, simulated gunfire, etc)
- Production contacts and phone numbers

Production Vehicle Restrictions

1. Production vehicles arriving on location shall not enter the area before the time stipulated on the permit. Production vehicles shall turn off engines as soon as possible. Crew parking is prohibited on set and is not covered by the filming permit. Production shall arrange for off-street crew parking.
2. The relocation of parked vehicles from permitted zones can only be performed by City tow operators per arrangement of the Chicago Police or the Film Office, and only when adequate public notice and "no parking" signage has been posted.
3. Production vehicles shall not block fire hydrants, bus stops or crosswalks. Use of designated loading zones and driveways is prohibited without the permission of the business and/or owner.

Vehicular & Pedestrian Traffic

1. The temporary halting of pedestrian traffic must be requested in a courteous and reasonable fashion. Public access to businesses, offices and residences must be maintained.
2. Intermittent control of vehicular traffic must be performed by Chicago Police.
3. Cables and equipment positioned along sidewalks and over crosswalks must be properly secured. Do not block entrances to businesses and buildings.

Noise

1. Cast and crew shall keep noise levels to a minimum and refrain from the use of lewd or improper language.
2. Loud effects (pyrotechnics, gunfire, etc) must be performed between 9:00am-10:00pm in residential neighborhoods.

Private Property

Production shall not occupy or restrict access to neighboring buildings or residences without prior arrangement and permission.

Trash

All catering, craft service, construction, strike and personal trash must be removed from the location at completion of each day's filming. Remove all production signage and postings.

Vegetation

Removing or trimming of trees and plants is prohibited without authorization.

Etiquette

Crew members shall wear production badges when required and be prepared to provide identification, permits and location agreements when requested. Familiarize yourself with the neighborhood, giving special consideration to schools, hospitals, places of worship, etc.

Recognizing that production can be a demanding enterprise troubled by budget and schedule concerns, we request that you be fair, honest and reasonable when dealing with the community.

Please share this information with your crew and help us to create a positive experience for everyone.

Thank you.

Rich Moskal

Director, Chicago Film Office



City of Chicago
Mayor Rahm Emanuel

CHICAGO DEPARTMENT OF
DCASE
CULTURAL AFFAIRS & SPECIAL EVENTS