



STATE PRESERVATION BOARD

POLICY FOR PRODUCTION REQUESTS

**TEXAS CAPITOL, EXTENSION, AND GROUNDS; CAPITOL VISITORS CENTER; CAPITOL MALL;
LEGISLATIVE BUILDINGS; AND STATE CEMETERY**

***** This production policy does not apply to news-gathering by the press. *****

Contact the SPB Events Staff with any questions

Capitol.Events@tspb.texas.gov

(512) 463-3051

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A. APPROVAL

Per Texas Administrative Code Rule §111.15, film or video production for commercial advertising purposes is strictly prohibited. The State Preservation Board (SPB) reserves the right to deny use of any SPB properties for production for any reason including security, preservation of the properties as a national historic landmark, impact on the buildings and their occupants, and the appropriateness of the proposed activities within a Texas government building. All moving image project productions must be approved by both the SPB and the Texas Film Commission, however, the SPB has final approval rights.

A moving image project is defined as a sound and visual production, including a film, television program, national or multistate commercial, or digital interactive media production. A decision will be made after a careful review of the content, purpose, and impact on the buildings and grounds. All production proposals are evaluated on a case-by-case basis. The production company will not use of the photographs, images, film, or recordings in a manner that would defame the State of Texas, the SPB, or its properties.

B. SCHEDULING OF PRODUCTION

The SPB is responsible for scheduling production dates. A minimum of 14 days advance notice is required for all proposed production activities. All applicants are required to fill out an application to be considered for production.

The SPB requires pre-production walk-throughs with a representative from the SPB and a representative from the production company, along with Department of Public Safety (DPS) to discuss security, parking, electrical, and other special needs.

After reviewing the application for production with the SPB events staff and making any necessary changes, all production companies are required to enter into a Location Agreement.

The SPB shall be reimbursed for staff time allocated to any production activity, including benefits and support costs. These costs shall be reimbursed not later than the 21st day after the date on which the production company receives notice of the charges from the SPB.

Production activities are generally be prohibited during standard business hours (8:00 AM to 5:30 PM Weekdays), during legislative sessions, and at any time that the SPB determines will be disruptive to government business.

C. USE OF THE SPB MANAGED FACILITIES

This policy applies to management of the following properties:

- Texas Capitol Building
- Capitol Extension
- Capitol Grounds
- Capitol Visitors Center
- Capitol Mall
- State Cemetery
- Robert E. Johnson Building
- John H. Reagan Building
- Sam Houston Building

Production activities must be compatible with the historic preservation and structural limitations of the buildings and grounds. Modifications to the buildings and grounds for production purposes are strictly prohibited. Attachments to or contact with furnishings, artwork, or architectural surfaces is strictly prohibited. Any production aids or equipment must be freestanding with a stable base.

Production is prohibited in the Capitol Historically Significant Spaces listed below:

- House Chamber
- Senate Chamber
- Original Governor's Office
- Treasury
- Legislative Library
- Supreme Courtroom
- Appeals Courtroom
- Agricultural Museum Room
- Secretary of State's Office
- Governor's Reception Room

The Texas House of Representatives and the Texas Senate may authorize production in the House Chamber or Senate Chamber for governmental purposes or special activities scheduled by the House or Senate.

D. PRODUCTION SCHEDULE

The production schedule is contingent on operations and activities of that property. The State Preservation Board (SPB) requests that production activities be limited to Friday, Saturday, and Sunday to avoid interference with government business. Other dates will be considered only if it is impossible for production to occur during weekends.

E. SECURITY

Only the Capitol DPS are used for security unless otherwise approved by the board. The production company will be billed by the SPB for the number of security officers it requires. SPB Events and Capitol DPS will coordinate with the production company to determine the number of officers required per production and the duties of the officers while onsite.

F. PARKING

Parking near all SPB properties limited. A representative of the production company will be required to go on a walk-through of the parking area with a representative from the SPB and may include a representative from DPS in order to orient the production company with parking requirements. Loading and unloading of equipment and special parking requests may not be possible with some SPB properties. If granted, loading access will be coordinated with a representative from the SPB, before being authorized to DPS.

G. ELECTRICAL

If electricity is required, the SPB will provide an electrician. The SPB will bill the production company for the electrician's services.

H. REIMBURSEMENT OF AGENCY COSTS AND FEE

The SPB shall be reimbursed for staff time allocated to any production activity. These costs shall be reimbursed not later than the 21st day after the date on which the production company receives notice of the charges from the SPB. The check must be made payable to the STATE PRESERVATION BOARD. **Additional charges will be billed as necessary for any damage or required repairs to the building or grounds resulting from production activities.**

I. DAMAGE TO STATE PROPERTY

The production company is liable for all damage occurring during the production company's use of these areas. This includes damage to floors, walls, ceilings, woodwork, plasterwork, windows, furnishings and equipment, cast iron fencing, gateposts, lampposts, sprinkler system, walkways, or any portion of the ground cover. The damage will be assessed and the amount billed to the production company by the State of Texas. The production company shall reimburse the cost not later than the 21st day after the date on which it receives notice of these charges from the State of Texas.

The production company must carry a liability and damage insurance policy with coverage amounts no lower than the following: \$1,000,000 in Commercial General Liability, including bodily injury and property damage with \$5,000,000 of umbrella coverage, \$1,000,000 Automobile Liability, including bodily injury and property damage, plus Workers' Compensation coverage in accordance with statutory limits and employers' liability with limits of \$100,000 bodily injury for each accident, \$100,000 bodily injury by disease and \$500,000 policy limit covering all personnel who provide services. Each policy must include a waiver of subrogation.

This requirement may be waived if only hand-held, non-cabled cameras are used and no vehicles or props are required on the grounds. A representative from the SPB will inspect the areas to be used with a member of the production company before filming to determine if insurance is needed as well as after shooting, to determine if any damage has occurred

J. SITE VISIT

Prior to the SPB's grant of permission to use any buildings or grounds, a representative from the SPB and a representative from the production company will undertake a formal walk-through of the area to be used for production.

K. AUTHORIZATION TO FILM

If staff or other stakeholders who office in the property will be impacted by any production activities, the SPB will inform them of the proposed activities. The affected stakeholders must approve the proposed activities. No project will be approved if it significantly disrupts state business, interferes with public access or might reasonably be expected to cause damage to the buildings or grounds.

Production Company is prohibited from using of the photographs, images, film, or recordings in a manner that would defame the State of Texas, the State Preservation Board, or the Property in which filming is taking place.

SPB Events may contact the production company for additional information after receiving this application.

If permission is secured, the production company will be required to sign a Location Agreement and provide the required proof of insurance. Production is not allowed without these documents.

L. REQUIRED INFORMATION

Requesters must submit an online application and detailed project description with the following information about the production. Additional or clarifying information may be required by the SPB. The application is available in the Events section of tspb.texas.gov.

1. Precise location to be used (rooms to be used if indoors, specific outdoor areas, etc.)
2. List of production equipment
3. List of any auxiliary equipment (wardrobe and accessories, make-up stations, etc.)
4. Lighting needs (either altering existing facility lighting, or details on lighting equipment to be provided by the production company)
5. Power needs (a generator, regular house power, etc.)
6. Estimated overall time needed for production, as well as estimated time of each scene to be shot
7. Brief description of the content of each scene to be shot

If any changes or additions to this information occur, provide a written explanation to the SPB Events via email at Capitol.Events@tspb.texas.gov AT LEAST 24 HOURS IN ADVANCE.