



Filming/Photography Permit for City Park Properties, or at Parks and Recreation Events Guidelines, Application and Agreement

The City of West Lafayette Parks and Recreation Department (WLPR) is responsible for more than \$50 million in City assets. WLPR manages more than 450 acres in and around the City of West Lafayette, including 17 park sites, a nature center, an ice-skating rink, a dog park, a 73,000 square-foot Wellness Center and approximately 35 miles of trails. The natural beauty and various activities in and around City parks are popular amongst photographers.

It is the policy of WLPR to allow filming and photography when it is consistent with the protection and public enjoyment of City resources and does not interfere with the public's normal use and enjoyment of the park. The following guidelines have been established as they relate to filming and photographic activities within City parks, on City park properties, and with WLPR Events.

For information on applying for a permit, contact Parks and Recreation Assistant Superintendent, Greg Mitchell, at gmitchell@westlafayette.in.gov

ENTIRE APPLICATION MUST BE COMPLETED IN FULL

222 N. Chauncey Ave | West Lafayette, IN 47906 | (765) 775-5110
westlafayette.in.gov/parks

Filming/Photography Permit Guidelines, Application, and Agreement

Thank you for considering the City of West Lafayette Parks and Recreation (WLPR) properties or facilities for your filming/photography event. We look forward to having you use one of our parks/facilities and ask that you follow these rules to ensure your event goes smoothly and park resources are protected. Failure to comply with these rules could result in a void of your special permit. Best wishes for a safe and successful event! Return this application and the applicable fees/forms to WLPR at least four weeks prior to your event. Submitting this Filming/Photography Permit application is not a confirmation to conduct your planned event. Your application will be processed, and you will receive notice of approval or rejection within two weeks. Once approved, it may be necessary to set up a planning meeting with WLPR staff. Incomplete applications will not be accepted. If your application is accepted, this document becomes the Agreement governing your use of the park/facility for the event described herein.

APPLICATIONS MUST HAVE THE FOLLOWING TO BE ACCEPTED

- Filming/Photography Permit Application / Agreement
- Filming/Photography Site Plan
- Application Fee \$25/non-refundable

Special permission is required if the filming, videotaping, sound recording, or still photography:

- Involves taking photographs for the purpose of commercial advertising
- Could result in damage to park resources
- Could result in significant disruption of normal visitor use
- Requires access to areas normally closed to the visiting public

A request to conduct filming or photography activities in a City park may be denied if:

- In the opinion of the Superintendent of Parks and Recreation, or his/her designee, the filming activity requested represents a potential for harm or impact on the park's natural, cultural, wilderness or recreation resources, may create health or safety risks, or may disrupt visitor use and enjoyment.
- It is determined that supervisory requirements for the proposed project will place unreasonable burdens on park staff, regardless of the applicant's willingness to pay supervisory costs.
- The proposed filming or photography would conflict with the visitors' normal use of the park.
- The request includes entry into areas closed to the general visiting public, or which would allow activities not permitted to the average visitor.

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Generally, permission is not required for:

- Visitors using cameras and/or recording devices for their own personal use
- Sound technicians, and film or video news crews at breaking news events
- City of West Lafayette filming or photography, or filming/photography done pursuant to a cooperative agreement or contract.

Sharing the Park

Permission to conduct filming or photography activities does NOT allow the permittee to restrict park visitors from any location; therefore, sites which attract a large number of visitors should be avoided as well as filming during peak visitor hours. Permittees shall not interrupt normal visitor patterns for extended periods of time. Film/photography activities may not unduly conflict with scheduled public activities. Visitors will be allowed to watch the filming.

Prohibited Activities

Unless specifically granted as part of the approval, the following activities are not permitted during filming or photography activities.

- Discharge of blank ammunition and all black powder weapons
- Mechanical or pyrotechnic special effects
- Stunts
- Amplified music or sound
- Placing of large set dressings
- Film equipment or activities on roadways
- Access to closed areas or access to areas during non-visitor use hours
- Altering, damaging, or removing vegetation
- Vehicle use off established roads and parking areas
- Flying aircraft below FAA recommended minimum altitude (usually 2,000 feet) or landing of aircraft
- Writing on or discoloring any natural or man-made feature or structure

Copyright

It is the Permittee's responsibility to comply with federal and state copyright laws applicable to Permittee's filming or photography activities.

Termination of Permit

Permission for all filming or photography issued by WLPR is revocable on 24 hours' notice, or without notice if the terms of this agreement are violated. Deliberate infractions of the terms stated in this document or the deliberate making of false or misleading statements concerning intended actions in order to obtain permission are cause for possible prosecution. Permission will be revoked if damage to resources or facilities is threatened, or if there is a clear danger to public health or safety.

Permit Fees:

Application Fee: \$25, non-refundable

Donation to the West Lafayette Parks and Recreation Foundation

[West Lafayette Parks & Recreation Foundation \(wlpfoundation.org\)](http://wlpfoundation.org)

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Application for Filming/Photography Permit (on City of West Lafayette Park Properties)

Please supply the information requested below. This information is required to evaluate your request to conduct filming or photography activities on City Park property.

Applicant Name: _____

Company: _____

Address: _____

City/State/ZIP: _____

Telephone #: _____

Cell Phone #: _____

E-mail: _____

Project Name: _____

Type of Project: _____

Producer/Director: _____

Photographer: _____

Location Manager: _____

Type of project: _____

stills feature film/documentary commercial PSA

Other, explain: _____

Name of park where activity will take place: _____

Proposed date and time of filming activity: _____

Permission to conduct filming or photography activities at a City park or Parks and Recreation event is given only for the date indicated above. This permit is not transferable to other City park properties, activities, locations, or dates.

Person on location responsible for adherence to all terms & conditions of this Filming Permit:

Name: _____ Phone: _____

Alternate contact in case of project questions:

Name: _____ Phone: _____

By signing and submitting this application, the permit applicant agrees to abide by the rules and regulations of the City of West Lafayette Parks and Recreation including, but not limited to, the conditions as stated on this application.

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Please Read Carefully:

I, a duly authorized representative of the applicant, hereby affirm that the submitted information is true and correct to the best of my knowledge. As such, I have been authorized by the applicant to apply for this permit and have read, understand, and agree to comply with all rules concerning the use of a West Lafayette Parks and Recreation park. The applicant agrees that while filming in the park, the applicant will not exclude anyone from participation in, deny anyone benefits of, or otherwise subject anyone to discrimination because of that person's race, color, sex, religion, creed, sexual orientation, national origin or ancestry, age, or handicap. Under this Filming Permit, the applicant assumes all responsibility for proper conduct in the park as outlined above, including assuring there is no consumption of alcoholic beverages.

I, _____, on behalf of the permit applicant, agree to release, hold harmless, and forever indemnify the City of West Lafayette, its employees, officers, and agents from any and all claims or causes of action that may arise from the activities described herein. This includes claims for personal injury, property damage, and/or any other types of claim which may arise from these activities, whether such claims may be brought by the permit applicant or any of its agents, or by any third party. I have read this release and understand all of its terms. I agree with its terms and sign it voluntarily.

Signature: _____

Title: _____

Company Name: _____

Date: _____

Approved by City of West Lafayette Parks and Recreation Department

Name: _____

Title: _____

Date: _____

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*** In lieu of a charge for your permit, please consider a donation to the West Lafayette Parks and Recreation Foundation. Your contribution will assist in the continued maintenance and upgrades of our park properties and facilities.*

Donations in the form of a check can be made payable to:

West Lafayette Parks and Recreation Foundation

Mailing Address:

West Lafayette Parks and Recreation Foundation

P.O. Box 2391

West Lafayette, IN 47996-2391

Online donations can be made by visiting the Foundation's website.

[West Lafayette Parks and Recreation Foundation \(wlpfoundation.org\)](http://wlpfoundation.org)

Suggested Donations:

\$100.00

\$200.00

\$500.00

Other Amount

02/29/2022/Approved by Board of Parks and Recreation

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