



## CODE OF CONDUCT

Film production crews are considered to be guests in the communities where they work and shall treat the residents of those communities with respect and civility. It is the responsibility of the producers to ensure that cast and crew be made aware of this policy and comply with its guidelines.

### Notification

When filming in residential neighborhoods or business districts, proper advance notification is to be provided to residents, business owners and/or building managers impacted by production activity. This notice (leaflet) shall include:

- Production company name and project title
- Duration (times and dates, including prep and strike)
- Parking and traffic restrictions
- Special conditions (use of pyrotechnics, smoke, simulated gunfire or stunts)
- Contacts and phone numbers

### Parking 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 will provide off-street parking for crew.
2. The relocation of parked vehicles from permitted zones can only be performed by City tow operators by arrangement of the Chicago Police or the Film Office, and only when adequate public notice has been provided and "no parking" signage has been posted.
3. Production vehicles shall not block fire hydrants, bus stops, crosswalks or handicap parking spaces.
4. "Loading Zones" are restricted parking spaces at the entrances to designated buildings and businesses. These zones are paid for by the respective business and property managers. Production parking in loading zones is prohibited without the consent of these managers.

### Vehicular & Pedestrian Traffic

1. The temporary halting of pedestrian foot traffic must be courteous and reasonably brief. Public access to businesses, buildings and residences must be maintained.
2. Vehicular traffic control can only be implemented by Chicago Police Officers.
3. Cables and equipment on sidewalks and over crosswalks must be properly covered and secured. Do not block entrances to businesses and buildings.

### Noise

1. Production noise levels should be kept to a minimum. Crew shall refrain from the use of lewd or improper language.
2. Loud special effects (pyrotechnics, simulated gunfire, etc.) must be performed between 9:00am – 10:00pm and only under the supervision of the Chicago Police and Fire Department.

**Private Property**

Production shall not occupy private property or restrict access to neighboring buildings or residences without prior arrangement and permission from the owner/manager.

**Trash**

All catering, craft service, construction and other trash must be removed from the location at completion of each day's filming. Removal of notices and no-parking posting is the responsibility of the production.

**Vegetation**

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

**Etiquette**

Crew shall wear production badges when required and be prepared to provide identification, permits and location agreements when requested. Familiarize yourself with neighborhood, giving special consideration to schools, hospitals, daycare centers, 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.

Betsey Grais  
Director, Chicago Film Office