



Filming in a County-Owned Facility Douglas County, Georgia

Thank you for your interest in filming in a County-owned facility in Douglas County, Georgia. In order to process your request in a timely manner and according with policy, please complete a Temporary Special Event Application through the Douglas County Planning and Zoning Department. Once the application is reviewed and approved, you will receive an Agreement for Use of Location. Once the location agreement and all required certificates of insurance have been received and fully executed, your event is approved.

Filming Requirements:

- ☐ Complete Temporary Special Event Application
- ☐ Submit Certificates of Insurance listing **Douglas County BOC, 8700 Hospital Drive, Douglasville, GA 30134 for all COUNTY OWNED PROPERTY.**
- ☐ Agreement for Use of Location

Guidelines and Fee Schedule

Security & Site Representative Requirement: Douglas County requires a site representative to be present while on county owned property. The fee is \$40/hour for all types of filming. The site representative will allow access to county facilities; will be your primary point of contact on behalf of Douglas County for the duration of filming; and will be responsible for securing the facility when filming is not taking place. Contact information for scheduling site representative will be supplied at the issuance of location agreement.

Douglas County requires security to be provided by the Douglas County Sheriff's Department for filming while on county owned property. All requirements for security must be made through the Douglas County Sheriff's Department.

Douglas County Sheriff's Office <i>*for security for county-owned property and traffic control in unincorporated Douglas County</i>	Captain Scott Worthan 678-486-1313 678-794-8736 sworthan@sheriff.douglas.ga.us
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**** Set up and filming may not commence without security present on site.****

Application fee: The application fee for filming at a county owned facility is \$50.00. The application fee is non-refundable. Daily location fees will be required to be paid in advance depending on the type of production. Fees are set by the Douglas County Board of Commissioners and non-negotiable. Fees vary based on the facility that is being used. See the attached fee schedule for more details.

Security Deposit: A security deposit in the amount of \$5,000 shall be required to be paid in advance for indoor or outdoor use of any county facility. The security deposit is fully refundable if the renter restores the location to its original condition once filming has wrapped.

Cleanup Costs: All county owned locations will be inspected during the pre-production and post production checks. The renter is responsible for restoring the location to the original condition of the first day of rental. If the location is not left at the original condition of the first day of rental, the Renter is responsible for paying the costs associated with restoring the location and the daily rate for each day needed to restore the location. Additionally, if the film office has to clean up



the location following the rental, the renter's security deposit shall be forfeit and a fee of \$100/ hour for the duration of time required to restore the location to its original condition.

Right of First Refusal: The rental of county owned property shall operate on the right of first refusal. If a piece of property is booked for a certain date and another production company requests the same property for the same date, the first Renter will be given the right of first refusal and must commit to pay for the property whether they use it or not or the must release the location for the date in question.

Check-in and Check-out Procedures: On the first day of rental, the site representative will complete a check-in and go over the property with the Location Manager. Upon completing Strike, the site representative will do a check-out with the Location Manager. Any issues or items that need to be corrected prior to signing a release will be documented and discussed at that time.

Payment for location must be received upon full execution of the Agreement for Use of Location . Please mail or deliver payments to:

Douglas County Communications
8700 Hospital Dr.
Douglasville, GA 30134

Cancellation Policy: Cancellations must be received two business days prior to first day of rental. Refund of your daily rental fees will be refunded at the discretion of the Douglas County Film Office.

Applicant's Printed Name

Applicant's Signature

Date

Film Office Director's Signature

Date



The Douglas Film Office is committed to assisting production companies locate available property and navigate the protocol for filming in Douglas County. Although the Film Office only oversees the use of facilities owned by the Douglas County Government we will assist in helping find the right person to help.

Douglas County Communications/ Film Office <i>*for general requests about filming in Douglas County</i>	Yvette Jones 770-920-7303 470-662-0617 yjones@douglascountyga.gov
Douglas County Constituent Services <i>*for general requests about filming or other special events at Douglas County-owned facilities</i>	Wendy Caudle 770-920-7440 678-860-3986 kcaudle@douglascountyga.gov
Douglas County Planning and Zoning <i>*for issuance of all temporary event applications, including film permits</i>	Kim Watters 770-920-7241 kwatters@douglascountyga.gov Allison Duncan 678-715-5370 aduncan@douglascountyga.gov
Douglas County Code Enforcement <i>*for sign permits</i>	Fran Goss 770-920-7383 Fgoss@douglascountyga.gov Russell Tisone 770-92-7372 rtisone@douglascountyga.gov
Douglas County Sheriff's Office <i>*for security for county-owned property and traffic control in unincorporated Douglas County</i>	Captain Scott Worthan 678-486-1313 678-794-8736 sworthan@sheriff.douglas.ga.us
City of Douglasville Planning and Zoning <i>*for temporary event permits, including film permits, in the city of Douglasville</i>	Marissa Jackson 678-449-3202 jacksonm@douglasvillega.gov
City of Douglasville Code Enforcement <i>*for sign permits in the City of Douglasville</i>	Lt. Wayne Kelley 770-920-3010