

**PHOTOGRAPHY & FILMING REQUEST**  
**Coronado National Forest**

---

Date: _____	Project Title: _____
Company: _____	Primary Contact/Title: _____
Address: _____	_____
_____	_____
Phone: _____	Phone: _____
Fax: _____	Backup Contact/Title: _____
Fed Ex#: _____	_____
Production Dates(s): _____	Phone: _____
_____	_____

**1. Production Information:**

<u>Type:</u>	Still Photography	Commercial	TV Movie
	TV Episodic	Feature Film	Music Video
	Corporate Video	Documentary	Other _____

**PROPOSED LOCATION(S)** (including size of area to be used, legal description and map): \_\_\_\_\_

Set Up: (date, length of time, time of day): \_\_\_\_\_

Filming (start/stop): \_\_\_\_\_

Breakdown and restoration (start/stop): \_\_\_\_\_

Alternate filming Date: \_\_\_\_\_

Parking (vehicles, equipment, aircraft): \_\_\_\_\_

Staging (dressing rooms, catering, portable restrooms, etc.): \_\_\_\_\_

**STUNTS/SPECIAL EFFECTS PROPOSED:**

Pyrotechnics	Hazardous Materials
Riparian Area	Aerial Stunts

Domestic or Wild Animals	Developed Recreation Site
Other _____	

Special Request information:	Wilderness	<i>Use of aircraft , drones, helicopter (type, time of day, flight pattern)</i>
	Weather	Other _____

Total number of people on location: (include actors, crew members, etc.)

\_\_\_\_\_

**II. DESCRIPTION OF ACTIVITY:** (Including map of area, proposed ground disturbing activities, attach narratives, schedule, list of equipment and story boards of action in full description needed).

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**III. DESCRIPTION OF EQUIPMENT:**

EQUIPMENT DETAIL (numbers):	_____Generators	_____Cars
_____RVs	_____Trucks	_____Other

Action involving vehicles and/or equipment:

\_\_\_\_\_

\_\_\_\_\_

Props proposed:

\_\_\_\_\_

\_\_\_\_\_

**Traffic and Safety control/special closures measures needed:** (have you obtained permission to use improvements not owned by/under the jurisdiction of the United States Government, i.e. structures, roadways, etc.)?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Still Photography/Filming Applications for Drone Use**

**The following information are the items we need to ask the applicate if uses a drone:**

1. Copy of FAA drone registration
2. Pilots license
3. Pilots driver's license
4. Copy of aircraft registration, or N number
5. Flight Plan

**Please note if you receive a permit for drone use you will be required to notify Tucson Dispatch at 520-202-2710 prior to launch and after the mission to prevent airspace confliction.**

<b>To be completed by Forest Service:</b>	<b>Fee Schedule</b>												
Photography/Filming Fee: _____ Unique Site Fee: _____	<b>Still Photography (Rates change Annually)</b> 1-10 persons     \$50/day 11-30 persons    \$150/day 30+ persons     \$250/day												
Total Cost: _____ Certification of Insurance: _____ Bonding Information: _____	<b>Other Filming (Rates change Annually)</b> 1-10 person       \$150/day 11-30 persons     \$200/day 31-60 persons     \$500/day 60+ persons       \$600/day												
<b>This fee must be paid prior to receiving your permit.</b>  Cost Recovery Category: _____ Collection Agreement: _____	<b>Cost Recovery for Application Processing and/or Monitoring (Rates change Annually)</b> <table border="0"> <tr> <td>Hours</td> <td>Rate</td> </tr> <tr> <td>1 – 8</td> <td>\$ 136</td> </tr> <tr> <td>9-24</td> <td>\$ 480</td> </tr> <tr> <td>25-36</td> <td>\$ 904</td> </tr> <tr> <td>37-50</td> <td>\$ 1,296</td> </tr> <tr> <td>&gt;50</td> <td>Actual costs</td> </tr> </table>	Hours	Rate	1 – 8	\$ 136	9-24	\$ 480	25-36	\$ 904	37-50	\$ 1,296	>50	Actual costs
Hours	Rate												
1 – 8	\$ 136												
9-24	\$ 480												
25-36	\$ 904												
37-50	\$ 1,296												
>50	Actual costs												
Property Owner Permission Required:     Yes     No Road Encroachment Permit Required:     Yes     No	<b>Certificate of Insurance Required</b> (Must show Forest Service additional insured) (Minimum Requirements) \$10,000 Property Damage \$100,000 Death or Injury to One Individual \$300,000 Death or Injury to more than One Individual \$300,000 Combined Single Limit (CSL)												

Insurance Requirements (Reference FSM 2713.32 and FSH 2709.11, -96-1)

The following insurance guidelines are provided to show why insurance requirements are necessary and how the Certificate of Insurance needs to be prepared to meet the manual/handbook direction. The Special Use Permit requires the Permittee to indemnify the United States against any liability for damage to life or property arising from the occupancy or use of National Forest System Lands. The Permit requires the Permittee to have the insurance company name the United States *Government* (Forest Service) as an additionally insured party. Also, the Certificate of Insurance and the insurance policy shall contain a specific provision to the effect that the policy shall not be cancelled or the provisions changed or deleted before thirty (30) days written notification by the insurance company to the *U.S. Government, c/o USDA Forest Service*.

A Certificate of Insurance must be presented to the Forest Service before a Special Use Permit will be issued. For long-term or high risk projects the Authorized Officer may require that a copy of the actual insurance policy be furnished before the permit is issued.

The following acceptable additional insured clause shall be shown in verbatim on the face of the Certificate of Insurance or Binder and, as a clause or an endorsement in the insurance policy:

**"It is understood and agreed that the United States Government is additional insured solely as respects liability arising from operations of the named insured."**

In addition, the following 30 day clause is also mandatory and shall be shown in verbatim on the Certificate of Insurance as well as in the insurance policy:

**"It is understood and agreed that the coverage provided under this policy will not be changed or its provisions changed or deleted before thirty (30) days written notice to the United States Government, U.S. Department of Agriculture, Coronado National Forest, 300 W. Congress St. Tucson, AZ 85701**

The certificate holder must read **United States Government, c/o USDA Forest Service, Coronado National Forest.**

If these clauses are not on the Certificate of Insurance in verbatim, and are not in the insurance policy or on an endorsement as stated above, a Special Use Permit will not be issued.

The amount of insurance required will depend on the degree of risk involved. The Forest Representative administering the special use permit will inform the prospective permittee of the required liability coverage necessary, such as: (coverages shown are minimums)

\$10,000 Property Damage  
\$100,000 Death or Injury to One Individual, and  
\$300,000 Death or Injury to more than One Individual  
\$300,000 Combined Single Limit (CSL)

**Send form to:**

**Coronado National Forest Supervisor's Office**

**Attn: Special Uses**

**300 W. Congress St.**

**Tucson, AZ 85701**

**[SM.FS.coronado\\_SU@usda.gov](mailto:SM.FS.coronado_SU@usda.gov)**

**Applicants Signature: \_\_\_\_\_ Date: \_\_\_\_\_**

*No Digital Signatures Please*



# CORONADO NATIONAL FOREST

## Film and Photography Special Use Notification

(please email notification to [SM.FS.cornado\\_SU@usda.gov](mailto:SM.FS.cornado_SU@usda.gov) for review and approval)

Special Use Authorization holder name: \_\_\_\_\_

Special Use authorization holder business name: \_\_\_\_\_

Client's contact name: \_\_\_\_\_

Client's company name: \_\_\_\_\_

Event date(s): \_\_\_\_\_

Event location(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Product type (select all that apply): ☐ Moving Pictures (filming) ☐ Still Photography

DESCRIBE THE BASIC CONCEPT/STORYLINE OF THE FILM/PHOTOGRAPHY SHOOT (☐ see attachments):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

HOW MANY INDIVIDUALS (INCLUDING TALENT AND SUPPORT STAFF) WILL BE ON LOCATION EACH DAY DURING THE FILM/PHOTOGRAPHY SHOOT?

☐ 1-10 ☐ 11-30 ☐ 31-60 ☐ 61 or more

WHAT KIND OF EQUIPMENT IS REQUIRED TO CONDUCT THE FILM/PHOTOGRAPHY SHOOT?

☐ sets/props ☐ models ☐ lighting banks ☐ microphone booms ☐ ropes/pulleys

☐ generators ☐ camera tracks ☐ rigging ☐ specialized vehicles ☐ aircraft

☐ drones (must show proof of FAA approval) ☐ other: \_\_\_\_\_

WHAT KIND OF SUPPORT SERVICES WILL BE ON LOCATION DURING THE FILM/PHOTOGRAPHY SHOOT?

☐ medical ☐ security ☐ traffic control ☐ caterer ☐ transportation ☐ trailers

☐ other: \_\_\_\_\_

HAS THE CLIENT PROVIDED ADDITIONAL INSURANCE TO PROVIDE SUFFICIENT LIABILITY COVERAGE IN THE CASE OF AN ACCIDENT WHILE ON FOREST SYSTEM LANDS?

☐ No ☐ Yes Amount \$ \_\_\_\_\_

Note: All filming/photography requests must meet the screening criteria found in Title 36, Code of Federal Regulations, Section 251.54 (36 CFR 251.54) and will be subject to NEPA documentation and requirements. The special-use permit holder will be billed for filming/photography activities as directed in the Forest Service Handbook 2709.11, Chapter 30.