



Location Recording Guidelines

Photography/Videography/Audio

Guidelines and agreement for location recording at Erlanger Health System:

Visitors and patients are entitled to experience their care at Erlanger Health System facilities with minimum distraction. Permission to record for commercial purposes is granted subject to certain conditions: the project must be consistent with Erlanger's mission and image, may not disrupt facility operations, and should not detract from patient care. Permission for filming at Erlanger can be obtained only from the Marketing and Public Relations Department.

Fees:

Location fees may vary according to, without limitation, (1) whether the project is commercial or non-profit in origin; (2) the intended market; (3) the potential promotional value to Erlanger Health System; (4) whether rights to what is filmed or photographed are shared with Erlanger Health System; (5) the extent of lighting and set staging; and the like. Fees will either be payable to Erlanger Health System Marketing and Public Relations Department or Erlanger Health System Foundations no later than ten (10) days following the receipt of an invoice from Erlanger Health System.

The present base fees for recording are:

- \$1,000 for the first two hours, two-hour minimum
- \$500 for each additional hour
- \$4,000 per 8-hour day (Location fees of up to \$8,000 per day may be charged depending on the nature and complexity of the project.)

Additional fees may also apply if staff members other than Marketing and Public Relations are required, including:

- \$100 per hour for specialty staff
- \$40 per hour for assisting staff
- \$25 per hour for other staff

Payment of base fees shall be made prior to recording. Additional fees shall be paid prior to the end of the recording project. Any billing requirements must be discussed and approved prior to commencing recording on site.

Advance Notice:

Whenever possible, at least one month advance notice is requested. Requests with less than one week's notice cannot be accommodated.

Afterhours Recording:

Facility availability for recording is dependent on patient care. Recording requests during regular business hours will be considered first. In the event the recording is requested during afterhours and weekends, there will be a 20% increase to the base fee. Afterhours and weekend recordings must be cleared through Erlanger's Marketing and Public Relations staff and other departments involved in the request.

Script Approval:

Final approved scripts, including all scenes and schedules involving Erlanger facilities, must be submitted to the Marketing and Public Relations Department at least two weeks in advance of the recording. Erlanger reserves the rights to approve or deny use of Erlanger's name or image in any context and to review any scenes involving Erlanger facilities and staff.

Site Tours and Reviews:

A site tour and/or review of on-site requirements must be scheduled between a member of the Marketing and Public Relations staff and members of the crew a minimum of three days in advance of the recording. At this time, all recording locations, building access and parking needs must be addressed and agreed upon.

Recordings will generally be limited to non-patient care areas and not permitted in restricted and visitation areas at Erlanger facilities. Any other location must be agreed upon during the site tour/review prior to the recording date.

The size of the crew, number of talent and amount of equipment must be agreed upon at the site tour/review or prior to the recording date.

Lighting and Electrical Needs:

Power supplies are limited in certain areas of Erlanger facilities.

Storage:

All space at Erlanger facilities has a designated purpose and is at a premium. We regret that no storage of any kind can be provided on site prior to or between recording sessions.

Damages:

The film company is fully responsible for any damage that occurs during use of Erlanger's facilities and must pay for any repairs deemed necessary by Erlanger.

Parking:

Parking is allowed in the parking garage of Erlanger Baroness Hospital and Children's Hospital at Erlanger and must be paid at time of exit. Parking is available at all other Erlanger locations in the parking lots.

Insurance:

A certificate of insurance for a minimum of \$1,000,000 of general liability coverage as well as Tennessee statutory limits for workers compensation coverage is required. Erlanger Health System must also be named as an additional insured party on such certificate.

Miscellaneous:

- Film crew members may be required to provide the following:
 - Documentation of influenza vaccine
 - Documentation of a negative TB test
- Recording cannot feature other individuals (patients or associates) who are not already approved and provide Erlanger consent.
- Recording cannot feature HIPAA information unless approved with consent.

- Location Guidelines, Project Form, and Location Agreement must be filled out, signed, and submitted to the Marketing and Public Relations Department.
- An Erlanger Marketing and Public Relations Representative reserves the right to review the request and decline, approve, or suggest alternatives to fulfill the request.
- An Erlanger Marketing and Public Relations Representative must notify, coordinate and/or receive approval from management in recording areas, recording participants, security and if necessary Legal about the request before approval is provided to project coordinator and recording business.

Smoking:

No smoking or tobacco products including devices designed to transmit or convey tobacco smoke (e.g. electronic cigarettes) or related inhalant is allowed anywhere inside or within three blocks of Erlanger facilities.

Noise:

All facility areas will have different background noises. If sound is being recorded, we will make every effort to minimize noise from sources, but please be aware that we cannot guarantee a perfectly quiet work environment.

The production company representative hereby agrees to make any changes or to discontinue recording if the Erlanger designated representative determines that recording needs to stop.

For additional information on location recording at Erlanger Health System, please contact:

Marketing and Public Relations Department
975 East Third Street
Chattanooga, TN 37403
423-778-7427

I have read, understand, and agree to all of the above guidelines for location recording at Erlanger Health System. (Please print, sign, and email this form to publicrelations@erlanger.org).

Name & Date

Title

Company

Contact phone number

Contact email