



# REQUEST FOR APPROVAL TO FILM

TO: (Please check Department Contact(s) that apply):

**Edward Butler**  
**RIDOA**  
 Phone: 401-222-6204  
 Fax: 401-222-2599  
**with copies to:**  
**Jonathan Womer**  
**RIDOA**  
 Phone: 401-222-2280  
 Fax: 401-222-6436  
**and**  
**Steven Feinberg**  
**RI Film & TV Office**  
 Phone: 401-222-3456  
 Fax: 401-222-3018

**Jennifer Ogren**  
**RIDEM**  
 Phone: 401-667-6200  
 Fax: 401-667-3995  
**with copies to:**  
**Terrence Gray**  
**RIDEM**  
 Phone: 401-222-2771 x2414  
 Fax: 401-222-3162  
**and**  
**Steven Feinberg**  
**RI Film & TV Office**  
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**Ronald Ricci**  
**RIDOT**  
 Phone: 401-222-2411  
 Fax: 401-563-4525  
**with copies to:**  
**Peter Alviti, Jr.**  
**RIDOT**  
 Phone: 401-222-6003 x4630  
 Fax: 401-222-4743  
**and**  
**Steven Feinberg**  
**RI Film & TV Office**  
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**Kenny Alston**  
**RIDOH**  
 Phone: 401-222-1685  
 Fax: 401-222-1797  
**with copies to:**  
**Utpala Bandy, MD**  
**RIDOH**  
 Phone: 401-222-2232  
 Fax: 401-222-1797  
**and**  
**Steven Feinberg**  
**RI Film & TV Office**  
 Phone: 401-222-3356  
 Fax: 401-222-3018

Date Request submitted: \_\_\_\_\_ Production Company Location Contact: \_\_\_\_\_

**Required Information: Be as descriptive as possible; attach request on production company letterhead**

- General description of the scene(s) to be filmed, with applicable script pages and/or scene descriptions;
- Specific film site requested including date(s) and time(s) of request (photos/maps may be included);
- Details of activities, including stunts and special effects (include aerial/waterborne stunts/effects); rain, snow; also include any staged violence, guns, gunfire, blank fire or weapons, use of fire, smoke, explosion or pyrotechnics\* (use of pyrotechnics must be under the supervision of a licensed individual); \*include if filming requires fire department and/or Fire Marshall oversight and/or approval;
- Number of cast, crew and production staff expected to be on site;
- Type(s), date(s), time(s) and the extent of use of equipment and materials to be used on site;
- Number and type(s) of vehicles; need for parking along with proposed parking site(s); indicate if proposed parking will require the use of State Property, state or municipal roadways;
- Any site specific requirements needed;
- Any structural or cosmetic changes to the interior or exterior of the State Property;
- Any structural or cosmetic changes to any furniture, paintings, sculptures or the like in the State Property;
- Any relocation of any furniture, paintings, sculptures or the like located in the State Property that are historic in nature;
- Any need for electricity or other utilities;
- Proposed use of any hazardous materials (if so, provide material information);
- Disruption of vehicle or pedestrian traffic;
- If filming a roadway scene, any need for the use of “rolling roadblocks”, and if so how many vehicles and types of vehicles will be required;
- The requirement of State or municipal police to monitor the film request (provide law enforcement contact person/information; written confirmation will be required from any law enforcement agency);
- Any other information requested by the applicable Director.



# DEPARTMENT APPROVAL

**IN NO EVENT SHALL A PRODUCTION COMPANY BE ALLOWED ON STATE PROPERTY UNTIL SUCH TIME AS ALL OF THE APPLICABLE AUTHORIZED INDIVIDUALS BELOW HAVE PROVIDED THEIR WRITTEN PERMISSION AND THE STATE PROPERTIES COMMISSION HAS GRANTED PERMISSION. A WRITTEN DEPARTMENTAL APPROVAL MAY ACCOMPANY THIS FORM WHICH WILL SPELL OUT ANY ADDITIONAL REQUIREMENTS IMPOSED BY THE STATE (INCLUDING, BUT NOT LIMITED TO, FEES AND COSTS ASSOCIATED WITH STATE EMPLOYEES REQUIRED TO BE ON SITE, ADDITIONAL INSURANCE, ETC.) AND/OR ADDITIONAL NEEDED APPROVALS. SUCH ADDITIONAL REQUIREMENTS MAY ALSO BE CONTAINED IN THE FILM LICENSE.**

As to filming as a whole:

\_\_\_\_\_  
Steven Feinberg  
Executive Director, Rhode Island Film & TV Office

**DEPARTMENT AUTHORIZATION (to be executed by applicable Location Contact/Department Director)**

**For the Department of Administration:**

\_\_\_\_\_  
Edward Butler  
RIDOA Location Contact

\_\_\_\_\_  
Director, Department of Administration

**For the Department of Transportation:**

\_\_\_\_\_  
Ronald Ricci  
RIDOT Location Contact

\_\_\_\_\_  
Director, Department of Transportation

**For the Department of Environmental Management:**

\_\_\_\_\_  
Jennifer Ogren  
RIDEM Location Contact

\_\_\_\_\_  
Director, Department of Environmental Management

**For the Department of Health:**

\_\_\_\_\_  
Kenny Alston  
RIDOH Location Contact

\_\_\_\_\_  
Director, Department of Health