

**DEPARTMENT OF NATURAL RESOURCES  
MARYLAND PARK SERVICE**

**AGENCY POLICY 19-29  
1 July 2019**

**PHOTOGRAPHY / FILMING ON MPS-MANAGED PROPERTY**

I. General

A. It is the intent of the Maryland Department of Natural Resources, Maryland Park Service (MPS), to establish guidelines for the use of MPS-managed facilities and lands for commercial photography and filming for movies, television, documentaries, and other video programming.

B. Commercial users or film production entities (User) will be required to obtain a permit or, in some cases, sign a standard right-of-entry agreement or other applicable license or lease document, as well as pay any applicable service charges.

C. This policy does not apply to private, non-commercial filming or photography conducted on MPS property, which is allowed in all public areas.

II. Policy

A. Use of Facilities / Lands for Commercial Photography / Filming

MPS-managed facilities may be used for commercial photography and filming purposes for movie, television, documentary, or other video programming, if such use does not interfere with public use of the requested facility or land, and will not damage the natural, cultural or historical features of the facility or land. The Park Manager shall be the point of contact for the User during the entire project.

B. Approval Process

1. Except in cases of minimal impact, all requests from potential Users shall be directed to the Park Manager.
2. The Park Manager will then forward the request to the Regional Manager for his recommendation and approval.
3. The Regional Manager will then obtain approval from the Superintendent or designee.

4. Once all approvals have been obtained, the Regional Manager will coordinate with the Director of Administration on the preparation and processing of the necessary legal document. This will typically be a contract.
5. The User must sign and fully execute the appropriate contract or other appropriate agreement before the commencement of any work or entry on the facility or land.
6. Users engaged in filming must carry general comprehensive liability insurance coverage of a minimum of one million dollars (\$1,000,000), and must provide verification of such insurance prior to commencement of any work or entry on the affected facility or land.

### C. Service Charges

1. The User shall be required to pay an appropriate service charge.
  - a. Users engaged in filming shall be required to pay a standard one-time administrative service charge of \$500.00 for the preparation and processing of the project.
  - b. Users engaged in photography shall be required to apply for a permit, but will not be required to pay a service charge. Managers may consider a service charge if special circumstances exist (e.g. photography conducted as part of a commercial advertising campaign).
2. In the case of non-commercial or non-profit photography or filming, the administrative service charge does not apply.
3. The User shall also be required to pay any additional service charges to cover any expenses to the MPS, which shall be determined by the Park Manager and the Regional Manager.