

City of Lynchburg Filming Guidelines & Information

Rules and Guidelines

The City of Lynchburg proudly supports filming within city limits and requires that you follow the rules guidelines provided below for a safe and successful filming. The Office of Economic Development & Tourism wants to make this a straightforward process so have provided the information below to assist you in your filming effort. We ask that you follow the rules and guidelines below for your safety and the safety of our citizens and visitors. If at any time you have questions, contact information has been provided at the bottom of this document.

GUIDELINES FOR FILMING ON CITY OF LYNCHBURG PROPERTY

- An insurance rider is required for any filming on City of Lynchburg property. It is the responsibility of the film request contact to secure this rider. Please contact the City of Lynchburg Risk Management office using the contact information below to assist with this process:
 - James E. Hall, Risk Manager for the City of Lynchburg
Phone: 434-455-3813
Cell: 434-444-4245
Fax: 434-847-1684
James.Hall@lynchburgva.gov
- **IMPORTANT:** The use of real or fake firearms or explosives on public property is prohibited.
- The use of Drones for filming must follow [Federal Aviation Association rules and regulations](#).
- If you are filming in a residential district the hours of operation are limited to 7:00 a.m. to 9:00 p.m. due to the City of Lynchburg [Noise Ordinance](#).
- All residents and merchants within a 200 feet radius of the film location must receive notice of filming dates, times, location address and production company contact at least 24 hours prior to the first film activity. When parking production vehicles on a public street, residents and merchants impacted by the parking must receive notice at least 24 hours prior to the arrival of the vehicles.
- All operations must be conducted in an orderly fashion with continuous attention to the storage of equipment not in use and the cleanup of trash and debris. The area used shall be cleaned of trash and debris upon completion of shooting at the scene and restored to the original condition before leaving the site.
- No cables can be laid across sidewalks or streets from generator to service point.
- Pedestrian and road traffic must not be obstructed. Any violation of this could result in a fine, legal action, or production shut down.

- When parking in a municipal parking lot, an applicant may be billed according to the current rate schedule established by the City, unless a free parking area has been prearranged.
- Please obey all parking rules, including paid parking when required, and do not obstruct the use of **ANY** parking spaces. Any violation could result in a fine or, if vehicles involved, towing of vehicles.
 - If you need assistance with parking, please contact Dave Malewitz, Parking Manager, at (434) 455-4240 or david.malewitz@lynchburgva.gov
- If you require the closing of streets or police officers or other City employees for crowd/traffic control, electricity or other services for your film project, there will be a fee for services. Please contact:
 - Tim Clements at (434) 455-6131 or timothy.clements@lynchburgva.gov
- If you are wanting to film in City of Lynchburg Parks or Trails, you must clear your film shoot with the city's department of Parks & Recreation. Please contact:
 - Sharon Brown at (434) 455-5871 or Sharon.brown@lynchburgva.gov

Please keep these guidelines with you for reference during filming.

If you have questions or need assistance during your filming, please contact:

Krista Boothby

Marketing & Public Relations Coordinator

Office of Economic Development & Tourism

City of Lynchburg

(434) 485-7269 or krista.boothby@lynchburgva.gov

Thank you and happy filming!