



. . . creating a better quality of life

FILMING IN THE CITY OF MURFREESBORO

Welcome to the City of Murfreesboro! We are glad you have chosen our City to film your production. In order to accommodate your needs while you are filming, as well as to ensure that City services for residents continue with minimal interruption, please complete an application for a Location Agreement and review each of the sections below to determine if additional permissions or services may be needed. A signed Location Agreement and Certificate of Insurance, naming the City of Murfreesboro as an additional insured, is required prior to filming on any City-owned property.

LOCATION AGREEMENT/CONTRACT

- Apply and Chat with Us - Complete a [Film or Video Production Location Agreement Application](#). We will contact you after receipt of your application with any questions, then prepare and email you a copy of a Location Agreement. The Location Agreement will need to be signed by the applicant, or its authorized representative, and approved and signed by the City. [Click here for an example of our Location Agreement](#).
- Certificate of Insurance – Obtain a copy of your certificate of insurance naming the City of Murfreesboro as an additional insured on the certificate of insurance and the endorsement. The address is City of Murfreesboro, 111 West Vine Street, Murfreesboro, TN 37130.
 - Insurance Requirements: “Licensee agrees to obtain a single limit commercial general liability insurance policy in the amount of \$1,000,000.00 covering bodily injury, including death and property damage, and including coverage for contractual liability. Licensee shall provide City a copy of a certificate of insurance for such policy and an endorsement specifying that the City of Murfreesboro is named as an additional insured for the purposes of this project before beginning its use of the scheduled lands and facilities. The procuring of insurance is for Licensee’s protection as well as the City’s and does not limit the amount of damages which the City may be legally entitled to pursue.”
- Return the signed Location Agreement and Certificate of Insurance to City Legal Department.

**** In addition to the Location Agreement, if any of the following apply to your situation or request, you will need to contact the appropriate department and follow the directions set forth below.**

STREETS AND SIDEWALKS

- Will there be a need to block off any streets or sidewalks? If so, a [Special Event/Parade Permit Application](#) will be needed. Please contact Ram Balachandran, Traffic Engineer, at (615) 893-6441 regarding this application. A copy of the application may be found [online](#).

PARKING

- If you need to reserve parking spaces downtown, please [follow the online directions](#).
- City parking garage - contact Mr. Ram Balachandran (615) 893-6441

SECURITY AND/OR CROWD/TRAFFIC CONTROL

- Will there be a need to [hire off-duty police officers](#) to direct traffic or for security purposes? If so, please contact Extra Duty Solutions (EDS) 615-206-7930

NOISE AND SOUND

- The [City's Noise Ordinance](#) may be found online [here](#).
- Please read the Noise Ordinance carefully to evaluate whether it applies to your filming event. The Board of Zoning Appeals is authorized to grant relief in the form of a variance from the maximum permissible sound levels established under the Noise Ordinance if the Board finds that such relief is in the public interest or if the strict application of such sound levels would create an undue hardship on the person seeking relief and there is no reasonable and prudent alternative method for engaging in the activity for which the variance is sought. Please note the Board of Zoning Appeals only meets once per month and applications for a variance must be submitted prior to the meeting. Contact the Planning Department at (615) 893-6441 for specific dates for submittals to the BZA or [check online meeting dates and deadlines](#).
- If your filming event involves non-commercial speech, you may be able to receive a temporary permit from the Mayor or City Manager that will allow you to exceed the maximum permissible sound levels that would otherwise apply to your event. You may apply [online for a temporary permit](#).

FIREWORKS

- Will your event have fireworks or pyrotechnics? See the [Ordinances regarding pyrotechnics](#).

CARNIVAL RIDES OR MECHANICAL EQUIPMENT

- Will there be carnival rides or other types of mechanical equipment used? View [City Code relating to Exhibitions and Carnivals](#).

LOCATION RESERVATIONS AND FEES

Depending on the location desired for filming, additional coordination, reservation and/or fees may apply. Applicant must reserve and pay all fees in addition to completion of the location agreement.

- Will your production take place in a park, park facility, Cannonsburgh or greenway? If so, please contact Parks and Recreation Director, Nathan Williams nwilliams@murfreesborotn.gov, (615) 890-5333. [Check out Parks & Recreation](#).
- Murfreesboro Airport contact Chad Gehrke, cgehrke@murfreesborotn.gov, (615) 848-3254
- Murfreesboro Civic Plaza. The Civic Plaza is managed by the Parks and Recreation Department, Becki Johnson, bjohnson@murfreesborotn.gov, (615) 893-2141. [Civic Plaza use and reservation information may be found online](#).
- Activities within the immediate parking area of the Rutherford County Courthouse (inner circle of the square) are under the jurisdiction of Rutherford County and require approval from Rutherford County. Any filming or use of that area must be approved by the Rutherford County Mayor's office (615) 898-7745, countymayor@rutherfordcountyttn.gov. After approval by the County, a City permit is also required – please contact Ram Balachandran (615) 893-6441, rbalachandran@murfreesborotn.gov
- Certain areas of the City are managed by other organizations and your location agreement with the City of Murfreesboro will not apply. If you intend to film in any of these areas, we suggest you contact those organizations, for example Middle Tennessee State University (MTSU), Stones River Battlefield and the Rutherford County Courthouse and Inner Square. The City of Murfreesboro has a phenomenal Chamber of Commerce (<http://www.rutherfordchamber.org/>) and may be able to provide filming location suggestions.

CITY PERSONNEL OR EQUIPMENT

- Will there be a need for you to use any City personnel or equipment? If so, please identify these needs ahead of time and let us know. Cost may be involved in using City resources.

OTHER CONSIDERATIONS

- Please be aware you may need to contact the following City departments, some of which have been named previously in this document: Administration, Communications, Legal, Transportation/Traffic, Parks & Recreation, Police.
- We request that you set up rain dates in case of inclement weather and inform the proper City departments of such dates, especially in the event of cancellation.

We have tried to anticipate any needs you may have while filming, but if we have missed any pertinent issues, please contact us so that we might better prepare for your production.

Again, we are pleased you have chosen Murfreesboro to film your event. We hope that having this list will make the process easier for you and make the City a more accessible place for your filming activities. We look forward to working with you.

City Staff contact information:

Melanie Po'e, Legal Assistant
mpoe@murfreesborotn.gov
(615) 849-2616

Murfreesboro Police Department
Extra Duty Solutions
(EDS) 615-206-7930

Kelley Blevins Baker, Assistant City
Attorney
kbaker@murfreesborotn.gov
(615) 849-2616

Angela Jackson, Executive Director
of Community Services
ajackson@murfreesborotn.gov
(615) 890-5333

Alan Bozeman, Director of
Communications
abozeaman@murfreesborotn.gov
(615) 848-3245

Nathan Williams, Director
Parks & Recreation Department
nwilliams@murfreesborotn.gov
(615) 890-5333

Ram Balachandran, Traffic
Engineer
rbalachandran@murfreesborotn.gov
(615) 893-6441

Becki Johnson
Parks & Recreation Department
(Reservation and Use of Civic Plaza)
bjohnson@murfreesborotn.gov
(615) 895-8059

Chad Gehrke, Director
Murfreesboro Airport
cgehrke@murfreesborotn.gov
(615) 848-3254

Craig Tindall, City Manager
ctindall@murfreesborotn.gov
(615) 849-2629

The City of Murfreesboro website has many of the aforementioned forms available for electronic download. Our website is: www.murfreesborotn.gov

Other area agencies you may need to contact:

Rutherford County
www.rutherfordcountyttn.gov
Mayor Bill Ketron
County Courthouse Room
101 Murfreesboro, TN
(615) 898-7745
Fax (615) 898-7747
countymayor@rutherfordcountyttn.gov

Rutherford County Chamber of Commerce
www.rutherfordchamber.org
Patrick Cammack, Senior Vice President Economic Development
(615) 278-2393
pcammack@rutherfordchamber.org

Main Street Murfreesboro
<https://mainstreetmurfreesboro.org/>
Sarah Callendar, Executive Director
(615) 895-1887
sarah@downtownmurfreesboro.com