

GLENDALE UNIFIED SCHOOL DISTRICT (GUSD) FILMING/PARKING PRODUCTION LICENSE INFORMATION



FINDING SCHOOL FACILITIES FOR FILMING OR PARKING:

- Photos of many school properties are available on [Loco Scout](#), FilmL.A.'s web-based location scouting tool. You can also call us for location recommendations based on your specific needs.
- After identifying potential locations, filmmakers should then contact the filming liaison assigned to each school location to check on site availability and feasibility of filming or parking on campus. **FILMING ACTIVITY IS SECONDARY TO, AND MUST NOT DISRUPT, ANY SCHOOL INSTRUCTIONAL PROGRAM.**

LICENSE APPLICATION INSTRUCTIONS:

- After your request receives initial support from the school liaison, legibly complete and submit the attached License Application to FilmL.A. by fax at 213.977.8686, or by email to schools@filmla.com.
- After your application is received, FilmL.A. will obtain written authorization from the school filming liaison for the dates, times and activities requested. We will then fax you a fees estimate and begin preparing a License Agreement.

INSURANCE VERIFICATION:

- Along with your GUSD License Application, you will need to supply FilmL.A. with an Acord Certificate of Liability Insurance. The stated minimum liability limit for coverage is \$2,000,000.00 (Two Million Dollars) per each occurrence, and the certificate must name the following party as an endorsed "additional insured":

Glendale Unified School District
223 N. Jackson Street, Room 305
Glendale, CA 91206

FILM PERMIT NEEDS:

- **A film permit must also be obtained from the City of Glendale, in addition to your GUSD License.**

FEES, PAYMENT AND DELIVERY POLICIES:

- **All GUSD fees are collected by FilmL.A.** Licenses not cancelled with 24 hrs. notice may be assessed a \$150 fee. Checks should be made out to "FilmL.A., Inc.". Our tax identification number is 95-4531774.
- For GUSD Filming Licenses an authorized production company representative must sign the completed 13-page GUSD License Agreement with and return it to FilmL.A. in person or via fax (213.977.8686) or email (schools@filmla.com). GUSD policy prohibits third parties from signing on filmmakers' behalf.
- **Your finalized GUSD License and city film permit must be kept on-site at all times during the production activity.**

FilmL.A., Inc.

1201 W. 5th Street • Suite T-800 • Los Angeles, CA 90017
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GLENDALE UNIFIED SCHOOL DISTRICT
FILMING/PARKING PRODUCTION LICENSE APPLICATION

**FILL OUT THIS APPLICATION TO LEASE A SCHOOL OR OTHER DISTRICT FACILITY.
 FAX IT BACK WITH THE ACORD CERTIFICATE OF LIABILITY INSURANCE TO (213) 977-8686, ATTN: SCHOOLS**

Application Date: _____

Please Check One: Filming and Parking _____ Parking Only _____

Production Company: _____

Mailing Address for Security Deposit: _____

Telephone: _____

Project Name: _____

Type (please circle): Commercial Feature Industrial Music Video
 Still Photography Student TV Series TV Movie
 TV-Pilot Reality TV Other (explain) _____

Producer: _____ Director: _____

Primary Contact: _____

Title: _____ Telephone: _____

Fax _____ Cell/Pager: _____

Secondary Contact: _____

Title: _____ Telephone: _____

Fax _____ Cell/Pager: _____

Proposed School/Location: _____

Prep Days/Times: _____

Shoot Days/Times: _____

Strike Days/Times: _____

Overnight Parking/Storage (When Filming Only): _____

Number of Crew: Cast _____ Extras _____ TOTAL _____

Number of Vehicles:

Large trucks	Other trucks	Vans
MTR. HMS/ DR. Rooms	Catering Trucks	Generator
Camera Car	Picture Vehicles	Cast/Crew Cars

Where is extras holding? _____

Parking/Staging

Set Pieces/Construction/Props:

Stunts/Special Effects Proposed (circle):

Pyrotechnics Hazardous Materials Aircraft Animals Stunts Other Please

Explain _____

Traffic and Safety Control/Special Closures:

General Description of Activity: (Include map of area)

SPECIFIC AREAS/CONDITIONS

1. Description of Area: _____
Activity: _____
Special Conditions _____
Additional Comments: _____

2. Description of Area: _____
Activity: _____
Special Conditions _____
Additional Comments: _____

3. Description of Area: _____
Activity: _____
Special Conditions _____
Additional Comments: _____

Please add additional areas of filming on an additional piece of paper if needed.

FEE INFORMATION

Deposit: \$500.00 per day to be returned less deductions for overtime charges, custodial charges and damages.

FILMING

<p><u>Regular filming:</u> Use Fee: \$3,000 for 15 hours Overtime Use Fee: \$55 hour Overtime Custodial Rate: \$55 hour</p>	<p><u>Student Filming:</u> Use Fee: \$260 for 4 hours Overtime Use Fee: \$55 hour Overtime Custodial Rate: \$55 hr</p>
<p><u>Half-day filming</u> Use Fee: \$1,500 for 6 hours Overtime Custodial Rate: \$55 hour</p>	<p><u>Still Photography</u> Use Fee: \$300 for 4 hours Overtime Use Fee: \$55 hour Overtime Custodial Rate: \$55 hour</p>

There will be a charge of \$55 per hour as reimbursement for custodial/school personal salaries as needed based on activity.

Crew and base camp parking are included in filming fees during filming, prep and strike.

Overnight Storage charges: \$500.00 per day for overnight parking/storage of vehicles and/or equipment when filming at a school.

PARKING/BASE CAMP FEE:

\$1500 Per Day

Rates for additional facilities (auditoriums, multipurpose rooms, lunch areas, gyms, playground, cafeteria, etc.) while parking at a school will be provided upon request. Additional Charge for Custodial as Needed

**The Glendale Unified School District requires that the lease be signed and the fees be paid at the FilmL.A., Inc. office.
Please make checks payable to: FilmL.A., Inc.**

PRODUCTION COMPANY: _____

APPROVAL OF SCHOOL SITE REPRESENTATIVE:

(Obtained by the FilmL.A., Inc.)

(Signature, Title, and Date)

PLANT MANAGER OR SITE REPRESENTATIVE: _____

PLANT MGR. OR SITE REP. EMERGENCY OR CELL NUMBER: _____

COMMENTS/CONDITIONS: _____
