

LA CAÑADA UNIFIED SCHOOL DISTRICT (LCUSD) FILMING/PARKING PRODUCTION LICENSE INFORMATION



FINDING SCHOOL FACILITIES FOR FILMING OR PARKING:

- Photos of many school properties are available on [FindL.A.](#), 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 LCUSD 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 "additional insured":

La Canada Unified School District and Its Board Members
4490 Cornishon Avenue
La Canada, CA 91011

FILM PERMIT NEEDS:

- A film permit must also be obtained from LA Cañada/Flintridge City Hall, in addition to your LCUSD License.

FEES, PAYMENT AND DELIVERY POLICIES:

- All LCUSD fees are collected by FilmL.A. Licenses not cancelled with 24 hrs. notice may be assessed a \$150 fee.
- For LCUSD Filming Licenses an authorized production company representative must sign the completed 13-page LCUSD License Agreement with and return it to FilmL.A. via fax (213.977.8686) or email (schools@filmla.com). LCUSD policy prohibits third parties from signing on filmmakers' behalf.
- Your finalized LCUSD 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
213.977.8600 t. • 213.977.8610 f. • www.filmla.com

LCUSD FILMING/PARKING PRODUCTION LICENSE APPLICATION

STEP 1. FILL OUT THIS APPLICATION TO LEASE A SCHOOL OR OTHER LCUSD 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: _____

Production Dates/Times:

 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, custodial charges and damages.

FILMING

Regular filming:

Basic Rate: \$2,500 for 15 hours
 Overtime Rate: \$55 hour
 Overtime Custodial Rate: \$55 hour

Student Filming:

Basic Rate: \$260 for 4 hours
 Overtime Rate: \$55 hour
 Overtime Custodial Rate: \$55 hr

Half-day filming

Basic Rate: \$1,250 for 6 hours
 Overtime Custodial Rate: \$55 hour

Still Photography

Basic Rate: \$300 for 4 hours
 Overtime Rate: \$55 hour
 Overtime Custodial Rate: \$55 hour

There will be a charge of \$55/hr. as reimbursement for custodial salaries if facilities are used on a Saturday, Sunday or holiday, or on weekdays before 6:30am or after 5:00pm.

Overnight charges: \$500.00 per day for overnight parking/storage of vehicles and/or equipment when filming at a school. When production company is only using the school to park, please use the parking fees stated below under "PARKING". Crew and base camp parking are included in filming fees during filming, prep and strike.

PARKING

For parking ONLY, use the following rates. Parking fees are included in filming fees.

School	First 4 Hours	Per Additional Hour
Elementary	\$300	\$59
Middle	\$350	\$62
Senior High	\$450	\$68

ADDITIONAL FACILITIES

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

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

PRODUCTION COMPANY: _____

APPROVAL OF SCHOOL SITE REPRESENTATIVE:

 (Obtained by FilmL.A.)

 (Signature, Title, and Date)

PLANT MANAGER OR SITE REPRESENTATIVE _____

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

COMMENTS/CONDITIONS: _____
