

NORWALK-LA MIRADA UNIFIED SCHOOL DISTRICT FILMING/PARKING PRODUCTION LICENSE INFORMATION



FINDING SCHOOL FACILITIES FOR FILMING OR PARKING:

- Photos of many school properties are available on [LocoScout](#), 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. *Please note: FILMING ACTIVITY IS SECONDARY TO, AND MUST NOT DISRUPT, ANY SCHOOL INSTRUCTIONAL PROGRAM.*

LICENSE APPLICATION INSTRUCTIONS:

- After obtaining the school liaison's approval, legibly complete and submit the attached License Application to FilmL.A. by email to schools@filmla.com or fax to 213.977.8686.
- After your application is received, your schools specialist will obtain written authorization from the school filming liaison and begin preparing your License Agreement.

FILM PERMIT REQUIREMENTS:

- You also need to apply for a permit from the local jurisdiction to film on-location.
- For the City of Norwalk please contact Paul Weldon 562.929.5357 Monday through Thursday from 7:30 to 5:30 and every other Friday from 7:30 to 4:30.
- For the City of La Mirada please contact Mark Rounds 562.943.0131, Monday through Thursday from 8:00 to 4:00 and every other Friday from 8:00 to 4:00.

INSURANCE VERIFICATION:

- Along with your Norwalk-La Mirada License Application, licensee shall provide the following insurance:

- List as additional insured:

*Norwalk-La Mirada Unified School District and Its Board Members
15711 Pioneer Blvd
Norwalk, CA 90650*

- **Commercial General Liability Insurance:** \$2,000,000 per occurrence for bodily injury and property damage
- **Business Automobile Liability Insurance** with a minimum combined single limit of \$1,000,000.00 per occurrence.
- **Workers' Compensation Insurance** as required by the Labor Code of the State of California, and Employers' Liability Insurance.

Please see full requirements on the FilmL.A. website: <http://www.filmla.com/forms.php>

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FEES, PAYMENT, AND DELIVERY POLICIES:

- All fees are collected by FilmL.A. Licenses not cancelled with 24 hrs. notice may be assessed a \$150 fee.
- An authorized production company representative must sign the completed 13-page license agreement for Norwalk-La Mirada and email to FilmL.A. at schools@filmla.com or via fax (213.977.8686). Norwalk-La Mirada policy prohibits third parties from signing on filmmakers' behalf.
- **Your finalized Norwalk-La Mirada License and city film permit must be kept on-site at all times during the production activity.**

NORWALK-LA MIRADA UNIFIED SCHOOL DISTRICT
FILMING/PARKING PRODUCTION LICENSE APPLICATION

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

STEP 2. EMAIL WITH ACORD CERTIFICATE OF LIABILITY INSURANCE: SCHOOLS@FILMLA.COM, OR FAX BACK 213-977-8686, ATTN: SCHOOLS

Application Date: _____ Please check one: _____ Filming & Parking _____ Parking Only

Proposed location: _____

Production Company: _____

Mailing Address for Security Deposit Return: _____

Telephone: _____ Fax: _____

Project Name: _____

Type (choose one): _____ Other (explain) _____

Producer: _____ Director: _____

Primary Contact: _____

Title: _____ Telephone: _____

Fax: _____ Mobile: _____

Secondary Contact: _____

Title: _____ Telephone: _____

Fax: _____ Mobile: _____

Production Dates/Times:

Prep Days/Times: _____

Shoot Days/Times: _____

Strike Days/Times: _____

Overnight Parking/Storage (When Filming Only): _____

Number of: Crew: _____ Cast: _____ Extras: _____ TOTAL: _____

Where are extras holding? _____

Number of Vehicles/Equipment: Generator _____ Cast/Crew Cars _____ Picture Vehicles _____ Motor-home/RV _____

Trucks _____ Vans _____ Honeywagons _____ Catering Vehicles _____ Other _____

FilmL.A., Inc. • 6255 West Sunset Blvd., 12th Floor, Hollywood, CA 90028 • 213.977.8600 t. • 213.977.8610 f. • www.filmla.com

Description of Parking/Staging: _____

Set Pieces/Construction/Props: _____

Stunts/Special Effects Proposed (check all that apply): ___ Pyrotechnics ___ Hazardous Materials ___ Aircraft
 ___ Animals ___ Stunts ___ Other (Explain): _____

Traffic and Safety Control/Special Closures: _____

General Description of Activity: (Include map of area) _____

SPECIFIC AREAS/CONDITIONS *(Please add additional areas of filming on an additional piece of paper if needed.)*

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: _____

FEE INFORMATION FOR NORWALK-LA MIRADA SCHOOL DISTRICT

DEPOSIT

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

FILMING RATES

Regular filming	Half-day Filming	Still Photography	Student Filming
\$2,500 for 15 hours	\$1,250 for 6 hours	\$300 for 4 hours	\$260 for 4 hours
Overtime Rate: \$55 hour		Overtime Use Fees: \$55 hour	Overtime Rate: \$55 hour

Custodial: There will be a charge of \$55 per hour as reimbursement for custodial salaries **as needed**.

Parking and Base camp rates: \$1,500 per day plus \$55 an hour custodial.

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, the fee is \$1,500 per day. Crew and base camp parking are included in filming fees during filming, prep and strike.

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 Norwalk-La Mirada Unified School District requires that the lease be signed and the fees be paid at the FilmL.A. office. Please make checks payable to: FilmL.A., Inc.

PRODUCTION COMPANY: _____

APPROVAL OF SCHOOL SITE REPRESENTATIVE: _____
(Obtained by FilmL.A., Inc.)

(Signature, Title, and Date)

PLANT MANAGER OR SITE REPRESENTATIVE _____

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

COMMENTS/CONDITIONS: _____
