



LOS ANGELES UNIFIED SCHOOL DISTRICT (LAUSD) LICENSE AGREEMENT INFORMATION FOR FILMING/PARKING

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.*
- LAUSD reserves the right to assign a Monitor(s) to any filming/parking activities related to filming, depending on hours of production, proposed activity, crew/cast size, potential for facility damage, and/or impacts on students, instruction or the surrounding community. FilmL.A. will provide estimated fees if such Monitor(s) are assigned. Monitors will be assigned, but not limited to, activities that include music production (i.e. music videos), a Production Company or Director with little or no experience working at LAUSD facilities or at sites where students and/or community use is scheduled simultaneously.

LICENSE & PERMIT 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.
- In addition to your LAUSD license application, a film permit from the local jurisdiction to film on-location is required. You can apply for your film permit through FilmL.A.'s Online Permit System at ops.filmla.com.

INSURANCE VERIFICATION:

- Along with your LAUSD License Application, you will need to provide FilmL.A. with an Acord Certificate of Liability Insurance and endorsement page. 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":

*Los Angeles Unified School District and Its Board Members
Leasing & Asset Management Unit
333 South Beaudry Avenue, 23rd Floor
Los Angeles, CA 90017*

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

FIRE DEPARTMENT INSPECTION / WALK-THROUGH:

- Filming, base camping, or crew parking at all LAUSD properties require an advance fire department walk-through. Filmmakers are responsible for arranging their own walk-through's with the LAFD Churches and Schools Unit. The LAFD Pre-Approval form is available on the FilmL.A. website at <http://www.filmla.com/forms.php>.

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FEES, PAYMENT, AND DELIVERY POLICIES:

- All LAUSD fees are collected with the film permit. Licenses not cancelled with 24 hrs. notice will be assessed a \$150 fee.
- An authorized production company representative must sign the completed 13-page LAUSD License Agreement and email to schools@filmla.com or fax to 213.977.8686. **LAUSD policy prohibits third parties from signing on filmmakers' behalf.**
- Your LAUSD License Agreement must be kept on-site at all times during the production activity.

LOS ANGELES UNIFIED SCHOOL DISTRICT
FILMING/PARKING PRODUCTION LICENSE APPLICATION

STEP 1. FILL OUT THIS APPLICATION TO LEASE A SCHOOL OR OTHER LAUSD FACILITY. FAX IT BACK WITH THE ACORD CERTIFICATE OF LIABILITY INSURANCE TO (213) 977-8686, ATTN: SCHOOLS
STEP 2. OBTAIN A CITY OF LOS ANGELES FILM PERMIT. APPLY ONLINE AT WWW.FILMLA.COM.

Application Date: _____

Please Check One: Filming and Parking



Parking Only



Proposed Location: _____

Production Company: _____

MAILING ADDRESS FOR DEPOSIT RETURN: _____

Telephone: _____ Fax: _____

Project Name: _____

Type (choose one):

Other (explain)

Producer: _____ Director: _____

Primary Contact: _____

Title: _____ Telephone: _____

Fax: _____ Cell/Pager: _____

Secondary Contact: _____

Title: _____ Telephone: _____

Fax: _____ Cell/Pager: _____

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/Equipment: Generators _____ Trucks _____ Cars _____ Motor-homes/RV's _____ Vans _____

Catering Trucks _____ Honeywagons _____ Other _____

FEE INFORMATION FOR LOS ANGELES UNIFIED SCHOOL DISTRICT (LAUSD)

DEPOSIT

\$500.00 per day to be returned less deductions for overtime charges, custodial charges and damages. An additional deposit of \$1,500 per day shall be assessed for parking on areas that are not parking lots (i.e. playground, fields, quad, etc.) and will be returned less deductions for overtime charges, additional custodial charges and damages.

FILMING RATES

Regular Filming	Half-day Filming	Student Filming	Still Photography
\$3,500 for 15 hours	\$1,750 for 6 hours	\$350 for 4 hours	\$525 for 4 hours
Overtime Rate: \$140/hour		Overtime Rate: \$70/ hour	Overtime Rate: \$74/ hour

Custodial charges: A charge of \$35 per hour for custodial will apply for the entire time the facility is being used, one hour prior to arrival and one hour after the site has been vacated. More time may be requested by the site or district.

Overnight charges: \$1,000 for overnight parking/storage of vehicles and/or equipment when filming at a school. **Crew and base camp parking are included in filming fees during filming, prep and strike.**

When Production Company is only using the school to park, please use the parking fees stated below under "PARKING".

PARKING RATES

For parking ONLY, use the following rates.

School	Half Day 8 Hours	Full Day 16 Hours	Additional Hour
Elementary	\$910	\$1,365	\$150
Middle	\$910	\$1,365	\$150
Senior High	\$975	\$1,568	\$150
Base Camp:	\$1,000.00 per day for base camp &/or catering plus parking rates.		

Please note: The District reserves the right to modify rates and add additional schools/locations.

PRODUCTION COMPANY: _____

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

(Signature, Title, and Date)

If filming is during instructional hours it will have no impact to instructional programming.

Describe mitigation efforts and any anticipated residual impacts: _____

PLANT MANAGER OR SITE REPRESENTATIVE _____

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

COMMENTS/CONDITIONS: _____

ADDITIONAL FACILITIES RATES

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

SPECIAL FACILITIES RATES:

Ramón C. Cortines School of Visual and Performing Arts RATES 450 North Grand Avenue, L.A, CA 90017

\$10,000.00 Deposit Fee (not a per day fee)
\$ 8,000.00 Full Day Rate (15 hours)
\$ 6,000.00 Half Date Rate (6 hours)
\$ 500.00 Per Hour Overtime Rate
\$ 35.00 Hour Custodial

Robert F. Kennedy Community Schools RATES 701 South Catalina Street, L.A, CA 90015

\$ 500.00 Deposit Fee (per day)
\$ 5,000.00 Full Day Rate
\$ 35.00 Hour Custodial

STILL PHOTO

\$ 5,000.00 Deposit Fee
\$ 2,300.00 For 8 hours
\$ 250.00 Per Hour Overtime Rate
\$ 35.00 Per Hour Custodial

STILL PHOTO

\$ 500.00 Deposit Fee (per day)
\$ 835.00 For 4 Hours
\$ 70.00 Per Hour Overtime Rate
\$ 35.00 Per Hour Custodial

Please note: The District reserves the right to modify rates and add additional schools/locations.