



## LOS ANGELES UNIFIED SCHOOL DISTRICT FILMING/PARKING PRODUCTION LICENSE APPLICATION



COMPLETE THE INFORMATION BELOW AND SUBMIT TO [SCHOOLS@FILMLA.COM](mailto:SCHOOLS@FILMLA.COM)  
YOU MUST ALSO OBTAIN A PERMIT FROM THE APPROPRIATE JURISDICTION.  
FOR SCHOOLS LOCATED IN THE CITY OF LOS ANGELES, APPLY FOR A FILM PERMIT ONLINE AT [WWW.FILMLA.COM](http://WWW.FILMLA.COM)

This application shall be completed and submitted to FilmL.A. and will be reviewed with Los Angeles Unified School District (LAUSD) as part of the application process for a License Agreement (Agreement) to film or park film vehicles on LAUSD property.

Applicants must submit complete and truthful responses to the application as a requirement of the Agreement. Failure to accurately and forthrightly describe proposed film activities may result in immediate revocation of the Agreement and/or other penalties as described in the Agreement.

Compliance with all County or City regulations and policies regarding filming is required. LAUSD reserves the right to assign staff to monitor filming, to be charged to the Production Company, when the scope or activity dictates.

*The following questions are designed to help FilmL.A. and LAUSD determine the necessary conditions to ensure the students, staff and facilities are adequately protected and that the filming activity is appropriate for a school site. LAUSD reserves the right to deny filming applications.*

Application Date: \_\_\_\_\_

Proposed Location: \_\_\_\_\_  
(Name of School/Address of LAUSD Property)

Production Company: \_\_\_\_\_  
(Must match company name on insurance certificates)

**MAILING ADDRESS FOR DEPOSIT RETURN:**

(Deposit is automatically processed and returned within 6-8 weeks of production)

\_\_\_\_\_  
\_\_\_\_\_

Production Title: \_\_\_\_\_

Type (Select One): \_\_\_\_\_ Other (explain) \_\_\_\_\_  
(Parking-only requests: please indicate "Parking Only")

Producer: \_\_\_\_\_ Director: \_\_\_\_\_

Primary Contact Name: \_\_\_\_\_ Primary Contact Title: \_\_\_\_\_  
(The individual to be named on the LAUSD agreement)

Primary Contact Phone: \_\_\_\_\_ Primary Contact Email: \_\_\_\_\_

Secondary Contact Name: \_\_\_\_\_ Secondary Contact Title: \_\_\_\_\_  
(Assistant or Permit Service)

Secondary Contact Phone: \_\_\_\_\_ Secondary Contact Email: \_\_\_\_\_

Number of Crew: \_\_\_\_\_ Cast: \_\_\_\_\_ Extras: \_\_\_\_\_ Total: \_\_\_\_\_

Number of Trucks: \_\_\_\_\_ Mobile Restrooms: \_\_\_\_\_ Vans: \_\_\_\_\_ Motorhomes/Dressing Rooms/RVs: \_\_\_\_\_

Catering Trucks: \_\_\_\_\_ Generators: \_\_\_\_\_ Camera Cars: \_\_\_\_\_ Picture Vehicles: \_\_\_\_\_ Cast/Crew Cars: \_\_\_\_\_

Other trucks or vehicles: \_\_\_\_\_  
(If placing heavy equipment such as condors or camera cranes, please see guidelines on page 5)



# Parking-Only Requests

(FILMING/STILL PHOTO REQUESTS: SEE NEXT PAGE)



### FOR PARKING-ONLY REQUESTS:

Respond to the synopsis/activity items on this page only (be sure to fill out the previous page of the LAUSD Film Application completely).

Arrival Date(s) and Time(s): \_\_\_\_\_

Departure Date(s) and Time(s): \_\_\_\_\_

Check this box if parking for multiple consecutive days without leaving property

Provide a clear plot and/or activity synopsis of the film/photography production (answer for the project generally, and not solely for the activity to be completed using LAUSD property):

Indicate the specific activity to be conducted at the LAUSD property, including a certification that no filming will take place on LAUSD property:

#### **PARKING ONLY. I CERTIFY THAT NO FILMING WILL TAKE PLACE ON LAUSD PROPERTY.**

Cast/Crew Parking

Basecamp (equipment and vehicle parking)

Basecamp (active site - \$1000 basecamp/catering fee applies)

Catering (any food/beverages served on LAUSD property - \$1000 basecamp/catering fee applies)

Use of LAUSD-owned equipment/furniture

Use of LAUSD bathroom facilities

Other activities: \_\_\_\_\_

Describe the area you will be parking (and attach an overhead map):

Fee Type (parking)	Amount	Unit
Deposit	\$500	Per Day
Elementary/Middle School Parking Full Day	\$1,445	For 16 Hours
Elementary/Middle School Parking Overtime	\$155	Per Hour
Elementary/Middle School Parking Half Day	\$950	For 8 Hours
High School Parking Full Day	\$1,648	For 16 Hours
High School Parking Overtime	\$155	Per Hour
High School Parking Half Day	\$1,015	For 8 Hours
Basecamp/Catering	\$1,000	Per Day, in addition to parking rate

#### Parking-Only Rates

For companies leasing LAUSD property for PARKING-ONLY requests related to filming nearby, the parking fees above would apply. Crew and base camp parking are included in filming fees during filming, prep, and strike.

#### Basecamp/Catering

A charge of \$1000 in addition to the parking rate will apply when actively using a site for basecamp, and/or serving food on LAUSD property.



**PARKING-ONLY APPLICATION ENDS HERE.**



**FILMING/STILL PHOTO REQUESTS: SEE NEXT PAGE**



# Filming and Still Photo Requests



### Production Dates & Times:

Include Date, Time of Arrival, and Time of Departure (including catering & support vehicles)

Prep Dates/Times: \_\_\_\_\_

Shoot Dates/Times: \_\_\_\_\_

Strike Dates/Times: \_\_\_\_\_

### Synopsis & Description of Activities:

Provide a clear plot and/or activity synopsis of the film/photography production (answer for the project generally, and not solely for the activity to be completed using LAUSD property):

Provide a clear description of the specific filming activity to be conducted at the LAUSD property, for each area that will be used:  
(Any activities that are not included in the application may not be granted approval for the day of production. Please review list of Prohibited Activities on page 4.)

Description of Area: \_\_\_\_\_

Activity: \_\_\_\_\_

Description of Area: \_\_\_\_\_

Activity: \_\_\_\_\_

Description of Area: \_\_\_\_\_

Activity: \_\_\_\_\_

Description of Area: \_\_\_\_\_

Activity: \_\_\_\_\_

Parking/Staging Locations: \_\_\_\_\_

**Attach additional page if necessary to describe areas of use**

### Additional Activities:

Indicate if the following are requested:

Identifying LAUSD property, school name, district name, or logos (*see requirements on page 4*)

Filming LAUSD students (*see requirements on page 5*)

Use of LAUSD Owned Equipment/Furniture

Food/Beverages on LAUSD Property

Use of LAUSD bathroom facilities

Storage of vehicles and/or equipment overnight

List dates: \_\_\_\_\_

### Restricted and Prohibited Activities:

**I certify that I have reviewed the Restricted and Prohibited Activities on pages 4 and 5 of this document, and will not be performing any of these activities without prior written consent of LAUSD.**

**FILMING/STILL PHOTO REQUESTS: CONTINUE TO NEXT PAGE**



# Filming and Still Photo Requests

## Restricted and Prohibited Activities



### Prohibited Activities

The following activities are prohibited on all LAUSD properties at all times:

Brandishing of Firearms (including props)
Brandishing of Weapons Other Than Firearms (including props)
Depicting Alcohol / Liquor Use (including props)
Depicting Narcotics / Drug Abuse (including OTC medication, props)
Depicting Tobacco Use (including e-cigarettes, herbal, vapor and non-smoking props)
Hazardous Materials Use
Nudity / Partial Nudity (including use of nude-colored garments for effect)
Pyrotechnics / Fireworks
Revealing Costumes (partially exposed genitals, breasts or buttocks)
Sexual Situations (explicit or implied sexual situations that would be inappropriate if viewed by minors or in a school setting)
Unmanned Aerial Vehicles (Drones)
Skateboards and/or Scooters

### Activities Requiring Additional Fees, Releases and Legal Review (10 days minimum added to processing time)

Select If Applicable	Activity	Additional Documentation Required
	Use of LAUSD School or District Name	Provide a narrative description of how the school or district would be identified:
	Use of LAUSD School or District Logos	Provide a narrative description of how the logo will be featured:
	Use of LAUSD School Mascots	Provide a narrative description of how the mascot will be featured:
	Use of art or murals at LAUSD properties	A written release from the original artist must be obtained.



## Restricted Activities For Filming and Still Photo Requests

Some activities listed below may require additional time for review and could delay or prevent application approval if indicated.

Select If Applicable	Activity	Additional Documentation Required
	Alteration of LAUSD Property	Describe alterations:
	Construction of Sets	Describe set building activity, location, and materials:
	Fighting / Shouting	Provide a narrative description of the anticipated activity and where it would occur:
	Filming LAUSD Students	Provide a narrative description of the anticipated activity:  ATTACH A COPY OF THE IMAGE RELEASE FORMS TO BE USED. These must be reviewed by LAUSD prior to having them signed by parents/guardians.
	Offensive Language (swearing, or using language that is derogatory to groups or individuals)	Provide a narrative description of the anticipated activity and where it would occur:
	Placement of Heavy Equipment	Equipment Type: Weight: Describe how weight will be displaced:  ATTACH A MAP INDICATING THE AREA THE EQUIPMENT WILL BE PLACED
	Smoke Effects (including water-based, atmospheric, haze)	Location of effects: Times/dates effects will be used:  ATTACH A COPY OF THE SMOKE PRODUCT MATERIAL SAFETY DATA SHEET (MSDS)  Please note: <ul style="list-style-type: none"> <li>• MSDS must feature a California Prop. 65 statement stating "This product does not contain any chemicals known to State of California to cause cancer, birth defects, or any other reproductive harm."</li> <li>• The following smoke products have been pre-approved by LAUSD: <ul style="list-style-type: none"> <li>○ Le Maitre Fog Fluid</li> <li>○ Rosco Fog Fluid/Rosco Smoke Simulation Fluid</li> <li>○ Ultratec Luminous Haze</li> <li>○ Ultratec Molecular Fog Fluid</li> </ul> </li> <li>• Interior smoke requires <b>two personnel hires whose rates must be paid by the production company:</b> an LAUSD electrician, and an LAFD Fire Safety Officer</li> </ul>
	Use of Live Trained Animal	ATTACH A COPY OF <u>ALL</u> OF THE FOLLOWING DOCUMENTS: <ul style="list-style-type: none"> <li>• Animal Control Permit</li> <li>• United States Department of Agriculture, Class C Exhibitor License</li> <li>• United States Department of Agriculture Inspection Report</li> <li>• County of Los Angeles (or Other) Public Health License</li> <li>• Certification of Vaccination from Veterinarian</li> </ul>



# LAUSD Filming and Parking Fees



Fee Type (filming)	Amount	Unit	Fee Type (parking)	Amount	Unit
Deposit	\$500	Per Day	Deposit	\$500	Per Day
Basic Filming Rate	\$3,500	For 15 Hours	Elementary School Full Day	\$1,445	For 16 Hours
Overtime Rate	\$140	Per Hour	Elementary School Overtime	\$155	Per Hour
Custodial Rate	\$40	Per Hour	Elementary School Half Day	\$950	For 8 Hours
FilmLA Monitor Rate	\$37	Per Hour	Middle School Full Day	\$1,445	For 16 Hours
Half Day Filming Rate	\$1,750	For 6 Hours	Middle School Overtime	\$155	Per Hour
Student Filming	\$350	For 4 Hours	Middle School Half Day	\$950	For 8 Hours
Student Filming – Overtime	\$70	Per Hour	High School Full Day	\$1,648	For 16 Hours
Still Photography	\$525	For 4 Hours	High School Overtime	\$155	Per Hour
Still Photography – Overtime	\$74	Per Hour	High School Half Day	\$1,015	For 8 Hours
Overnight Parking / Storage	\$1,000	Per Day	Basecamp/Catering	\$1,000	Per Day

The District reserves the right to modify rates.

### Deposit

A deposit of \$500.00 per day is collected for all filming and parking requests. The deposit will be automatically processed and returned within 6-8 weeks after production, less deductions for overtime charges, additional custodial charges and damages. There is no need to apply for a refund.

### Filming/Still Photo Rates

All LAUSD properties are subject to the same basic filming and still photo use rates\*, according to the fee schedule above. Request for use of special facilities or equipment may result in additional charges. LAUSD does not offer discounts or reduced rates to non-profit or low budget productions.

### Custodial and FilmLA Monitor Rates

A charge of \$40 per hour for custodial staff will apply for the entire time the facility is being used, plus one hour prior to arrival and one hour after the site has been vacated. More time may be requested by the site or district.

Additionally, LAUSD requires that a FilmLA monitor be present for all film/shoot dates. A charge of \$37 per hour for a FilmLA Monitor will apply for the entire length of the production dates, plus one hour prior to arrival. FilmLA Monitors are subject to overtime rates.

### Parking During Filming

Crew and base camp parking are included in filming fees during filming, prep, and strike. Parking is subject to availability and will be granted based on the discretion of the LAUSD site administrator. \$1000 will be charged for overnight parking or storage of vehicles and/or equipment.

### Parking Only Rates

For companies leasing LAUSD property for PARKING-ONLY requests related to filming nearby, the parking fees above would apply.

### Basecamp/Catering

A charge of \$1000 in addition to the parking rate will apply when actively using a site for basecamp, and/or serving food on LAUSD property.

### Payment, Agreement, and Cancellation

All LAUSD fees are collected on the FilmLA permit. An authorized production company representative must sign the completed 13-page LAUSD License Agreement. LAUSD policy prohibits third parties, including film permit services, from signing on filmmakers' behalf. Licenses not cancelled with 24 hrs. notice will be assessed a \$150 fee. Full LAUSD fees will be collected for cancellations after 10am the day prior to activity.

### \*Exceptional Rates

All LAUSD properties are subject to the same basic filming and still photo use rates, with the exception of two schools: Ramon C. Cortines School of Visual and Performing Arts, and Robert F. Kennedy Community Schools Complex.

Fee Type (Ramon C. Cortines)	Amount	Unit	Fee Type (Robert F. Kennedy Complex)	Amount	Unit
Deposit for Filming	\$10,000	Per Filming Production	Deposit for Filming and/or Still Photo	\$500	Per Day
Basic Filming Rate	\$8,000	For 15 Hours	Basic Filming Rate	\$5,000	Per Day
Overtime Rate	\$500	Per Hour	Still Photography Rate	\$835	For 4 Hours
Half Day Filming Rate	\$6,000	For 6 Hours	Still Photography – Overtime	\$70	Per Hour
Deposit for Still Photo	\$5,000	Per Still Photo Production			
Still Photography Rate	\$2,300	For 8 Hours			
Still Photography Overtime Rate	\$250	Per Hour			



# School Administrative Approval



## School Administrators:

Once you and your staff have reviewed the application materials, please provide your signature below, along with the contact information for the staff member(s) who will be present on the day of filming or parking.

You may also provide any comments or conditions regarding the school's use, including restrictions, requirements, or other terms to be included in the use agreement.

LAUSD requires that school administrators certify that **any use during instructional hours** will not have an impact to instructional programming. Additionally, any modifications must be in accordance with district policy and state requirements. Applications will not be accepted without an acknowledgment in the form of a checked box (below), and a brief statement describing how instruction will be adapted to accommodate filming activities.

**THIS SECTION TO BE COMPLETED BY SCHOOL ADMINISTRATOR**

Production Company: \_\_\_\_\_

School Administrator Name and Title: \_\_\_\_\_

School Administrator Signature: \_\_\_\_\_

**I acknowledge that no donations, payments, or incentives of any kind, in connection with or in anticipation of the filming and parking activity have been solicited, promised, or received.**

**If filming is during instructional hours, it will have no impact to instructional programming (PLEASE CHECK BOX)**

Describe mitigation efforts and any anticipated residual impacts: \_\_\_\_\_

Plant Manager or Site Representative Name: \_\_\_\_\_

Plant Manager or Site Representative Mobile Number: \_\_\_\_\_

Comments/Conditions: \_\_\_\_\_

**Please return this signed document via email to the FilmLA School Agreement Specialist as soon as possible.**

### **Condition Reports and Filming/Parking Revenue**

On or immediately following the date(s) of filming or parking, the FilmLA School Agreement Specialist will send a Condition Report, including the terms of use (dates, times, fees collected, areas used). A signature from a school representative is required on the Condition Report in order to return the production company's security deposit, and to release the filming or parking funds to LAUSD. The district will then deposit filming or parking revenue into the school's 4242 account. **Filming and parking revenue will not be deposited into the school's 4242 account until the Condition Report is signed and returned.**

### **General Information Regarding Filming and Parking Inquiries**

Please feel free to contact the FilmLA Schools Department with any questions regarding the filming or parking request process:

Email: [schools@filmla.com](mailto:schools@filmla.com)

Phone: 213.977.8600

[www.filmla.com](http://www.filmla.com)