



ADMINISTRATIVE PROCEDURE
SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 9207

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CATEGORY: **COMMUNITY RELATIONS**

EFFECTIVE: 4-21-06

SUBJECT: **USE OF BUILDINGS, GROUNDS FOR VIDEO,
MOVIE AND TELEVISION FILMING**

REVISED: **NEW**

A. PURPOSE AND SCOPE

- 1. To outline procedures governing use of unoccupied school buildings, grounds and equipment by private film companies in the making of films, videos and television programs other than newscasts.

2. Related Procedures:

Civic Center Use of Buildings, Grounds and Equipment9205

B. LEGAL AND POLICY BASIS

- 1. Education Code Section 17527 et seq.

C. GENERAL

- 1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Acquisition and Asset Management Department, Facilities Management Branch, Office of School Site Support.
- 2. General Conditions
 - a. District facilities may be used for filming under this procedure only when the film, video or television program does not cast the school, its pupils, employees or the District in a negative light and when the film, video or television program is otherwise consistent with District operating policies.
 - b. A school District or facility’s actual name may not be used or displayed in the film.
 - c. Any modifications that are required to be performed to District facilities by the production company must be approved in advance by the school principal, and also the District through the rentals office. The production company must restore to its original condition any facility that has been modified, unless otherwise directed by the District.
 - d. All filming will be performed consistent with applicable local, state, and federal laws and regulations.
 - e. A facilities fee of \$1,500 per each 15 hour filming day, whether or not the entire 15 hours are used, or \$750 per each 6 hour filming half day, whether or not the entire 6

hours are used, will be imposed for the use of each school site. The facilities fee will include the use of parking areas on that same site and advance use of the site to prepare it for filming and use of the site to restore the facility to its original condition after filming. The following costs are **not** included in the facilities fee.

- (1) Custodial time will be charged on an hourly cost basis. When a custodian is required, the school principal will direct the custodian as to the initial report time. A minimum of three hours of custodial time will be billed.
 - (2) The use of additional District sites for parking only will be charged at the rate of \$300 per day per site. A separate facilities use application must be submitted for each such additional site.
 - (3) Stadium lights will be billed as per the District schedule for stadium lights usage.
 - (4) Maintenance work required beyond custodial time.
 - (5) Restoration work by the District where facility modifications by the production company have not been completed.
 - (6) Any other costs incurred by District in providing services requested by the production company.
- f. The production company must have in effect insurance with a California admitted surety, or with a surety that is rated A:VIII by A.M. Best Company or equivalent. The required insurance must be maintained in effect during the term of the filming permit. The District, its officials, and employees, agents and volunteers must be named as additional insureds on all required insurance, except for the workers compensation policy. Evidence of insurance must be submitted to the rentals office with the filming permit application. Insurance must be on the following types and minimum limits:
- (1) General Liability – five million dollars (\$5,000,000);
 - (2) Automobile Liability – three million dollars (3,000,000) combined single limit coverage if automobiles are used in the move-in, setup, break down or operation of the film shoot. If only non-owned or hired are used, a non-owned auto endorsement to the general liability policy is acceptable.
 - (3) Workers compensation as required by California law. This coverage will be primary and will include a waiver of subrogation.

- (4) Aircraft Liability in the amount of ten million dollars (\$10,000,000) if aerial work or aircraft will be a part of the filming.
- g. Funds generated under this procedure will be returned to the school site in the same proportion as under the Civic Center Act Procedure. Such funds will be placed in the Civic Center Income account and will be transferred to schools on a quarterly basis.
 - h. Filming must be conducted during days and times that will not interfere with or disrupt school district activities or programs.
 - i. All filming locations must be cleaned up and returned to their original condition within the time for which use is granted by the facilities permit issued to the production company.
 - j. The facilities fees described in this procedure will be adjusted annually to reflect changes in the state cost of living adjustment (“COLA”).
 - k. A facilities fee of \$200 for each 4 hour period, whether or not the entire 4 hour period is used, will be charged for the use of each school site for still photo/print photography. All other terms and conditions in this procedure apply to still photo/print photography use of school sites.

D. IMPLEMENTATION

1. A film or television production company that wants to use a District school for the filming of a movie or television program, or for parking facilities, must contact the San Diego Film Commission at 619-234-3456 (“Film Commission”), a non profit organization funded by the City of San Diego, County of San Diego and the San Diego Unified Port District.
2. The production company must provide the Film Commission with a written request for use of District school sites. That request must describe the nature of the film, the desired school, the extent of school use required, the days and hours of use, whether preparation work is required and such other information as may be necessary to evaluate the request.
3. The Film Commission will contact the school selected by the production company to determine whether the school facilities are available on the requested time and dates. The School principal will apprise the District’s Community Relations Office of the proposed use and will obtain the office’s approval that the proposed use is consistent with the requirements in this Procedure. If the facilities are available, the Film Commission submits the District Filming/Parking Application Form to the school

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principal for approval and signature. Upon approval by the principal, the application form must be submitted by the Film Commission by FAX (858-573-5856) to the District rentals office.

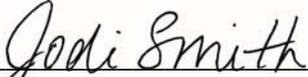
4. The rental's office will review the application to ensure that it is complete and all necessary approvals have been obtained. The rentals office will determine the amount of custodial time necessary and will contact the Film Commission to advise it of the total fee due, including custodial services costs and any other costs. The Production Company will then deliver the original application and necessary payment to the rentals office. Upon receipt of an approved application and advanced payment in full, the rentals office will issue a permit for the use of the school site(s). The rental office telephone number is 858-637-6204.

E. FORMS AND AUXILIARY REFERENCES (forms available in the rental office)

1. Filming/Parking Application Form
2. Permit For Use of School Property

F. REPORTS AND RECORDS

G. APPROVED BY



Chief of Staff
For the Superintendent of Schools