



**Process:**

1. Application Instructions

- a. Create an account in the Event Management System by going to:  
<https://www.rochester.k12.mi.us/about-us/departments/facilities-management>. Scroll down to “Rent RCS Facilities” and click the “Online Scheduler.” Either request an account or sign in to fill out the form and create a reservation. For questions, please call 248-726-3163, Monday through Friday, from 9:00 a.m. to 3:00 p.m.
- b. Complete the following “RCS Application for Filming” form.
- c. Forward the following information to the Executive Director of Strategic Communications at [CommunityRelations@rochester.k12.mi.us](mailto:CommunityRelations@rochester.k12.mi.us).
  - The completed “RCS Application for Filming” form
  - The script or story board
  - A signed copy of the Terms and Conditions, below.

2. Access

- a. All requests to use RCS facilities during filming will be carefully taken into consideration so as not to interfere with the mission of the school district.
- b. Permission to film is contingent upon approval from the Executive Director of Strategic Communications or designated appointee.
- c. The authorized district employee may terminate the filming at any time if guidelines and directives are not followed.

3. Terms and Conditions

- a. An authorized district employee may be present during filming.
- b. In addition to the facility use fee, the production company will be charged a rate of \$100-\$500 per hour for the services of the authorized district employee, depending on the time and day of the week.
- c. There will be no identification of the school or district when filming, unless otherwise approved by the Executive Director of Strategic Communications.
- d. Terms and conditions must be agreed to, in writing, before filming can be initiated.

As part of this Agreement, the applicant hereby agrees to comply with and be bound by all applicable provisions of Rochester Community Schools’ policies, regulations and fee schedules contained on the School District’s website at [www.rochester.k12.mi.us](http://www.rochester.k12.mi.us). The policy, regulations, and fee schedules are set forth in PDF files accessible below, [Policy 7010, Use of School District Facilities](#), [Regulation 9002-AR, Community Use of School District Facilities](#), and [Facility Use and Rental Rates 2020-2021](#), and are incorporated herein by reference as integral parts of this Agreement.

**Name of the Company** \_\_\_\_\_

**Signature / Title of Representative** \_\_\_\_\_



Date \_\_\_\_\_

**PRODUCTION COMPANY**

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

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Website: \_\_\_\_\_

Point of Contact Name: \_\_\_\_\_

Alternate Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

**REQUEST**

Date of Request: \_\_\_\_\_

Proposed Filming Date(s): \_\_\_\_\_

Proposed Filming Time: \_\_\_\_\_

Requested Location(s) (Building name/Room number, etc.): \_\_\_\_\_

Number of Production Staff Members: \_\_\_\_\_

Number of Participants/Actors: \_\_\_\_\_

Type of Equipment used on Location (Video camera, sound equipment, etc.): \_\_\_\_\_

Purpose of Filming: \_\_\_\_\_

Subject Matter (Description of the script): \_\_\_\_\_

Additional Information: \_\_\_\_\_

Signature/Title: \_\_\_\_\_ Date: \_\_\_\_\_