



SUSD LEGAL
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Process for Movie Licensing

This is a guideline for public performance showings of movies and applies to all SUSD schools/sites showing movies and/or school related organizations, such as parent organizations. Below is an outline of the process we must follow when showing movies at our sites.

- **Request a quote** here: <https://www.swank.com/public-libraries/contact/request-a-quote/> for the movie that will be shown on the school campus. Each film has a different price. Accordingly, you will need a quote for the particular film you plan to show.
- If Swank requires you to sign an exhibition form, contract or agreement, please follow the [legal contract review](#) process.
- Once legal reviews the exhibition form, contract or agreement, you will be notified to submit a Purchase Order. You may be required to forward a copy of the PO to Louise in legal if in fact, Swank requires any of these documents to secure the license.
- Review the Copyright Compliance and Public Performances FAQs and other movie licensing documents legal has posted for movie licensing.
- **For parent organizations**, your site will be expected to collect a copy of the license for the public performance as part of their rental agreement. **Note:** The Parent Organization rental **will not be approved** unless the respective license is submitted. For questions regarding Parent Organizations rentals that include movie showings, please contact SUSD Facilities - FacilityRentals@susd.org.
- For any additional questions about licensing, contact Louise via email lquezada@susd.org or x46181.
- Contact number for Swank Motion Pictures 1-800-876-5577

***there are other movie licensing companies. Swank is solely a suggestion as one of the companies that provides movie licenses.*

For additional information about copyright compliance, below is a link to Swank's FAQs: <https://www.swank.com/k-12-schools/copyright/>