Simi Valley Schools
SIMI VALLEY UNIFIED SCHOOL DISTRICT

101 W. Cochran St.
Simi Valley, CA 93065
805.306.4500

Instructions to Applicant for Use of School Facilities for Filming

All potential facility users requesting use of District facilities for filming must provide the following to the Facilities Department at least 4 weeks in advance of the requested film date. Failure to do so may result in the delay or denial of the permit.

1. **Permit Filing Fee:** $50.00 non-refundable filing fee, payable to Simi Valley Unified School District (SVUSD). Send payment to 101 W. Cochran St., Simi Valley, CA 93065 – Attn: Facilities

2. **Facility Use Agreement:** One permit per film shoot. This form is to be completed by an authorized representative of the film company. Please review pages 2-5 of the Facility Use Agreement, Fire & Safety Regulations and General Rules. Applicant must pay in full prior to usage, payable to SVUSD.

3. **Details of Film Project:** complete form titled "Filming Information Form".

4. **Original Certificate of Insurance and Additional Insured Endorsement:** see checklist titled "Insurance Requirements and Instructions for Short Term Use of School Facilities"

5. **Identification described as either:**
    a. Individuals
        i. Copy of picture ID
    b. Non-profit group, associations or organizations
        i. Copy of Articles of Incorporation as a nonprofit organization with the Secretary of State of California, or
        ii. Copy of their registration with the Internal Revenue Service as a nonprofit organization
    c. Commercial Enterprises:
        i. Copy of Articles of Incorporation
        ii. Current business tax certificate from the City of Simi Valley

6. **The following is required no later than 48 hours prior to filming (failure to do so may result in cancellation of permit):**
    a. Permit issued by the City of Simi Valley
    b. Rental fee – to be determined based on specific usage requested. Please review "Fee Schedule", Film Production
    c. Custodial fee based on $50.00 per hour
    d. Refundable damage deposit - $2,000

Checks made payable to Simi Valley Unified School District (SVUSD) should be delivered or mailed to the Facilities Department at the School District's address.

In addition to the fees payable to SVUSD, a donation may be given directly to the school – payable to the school.

For questions, please contact Lisa Roberts at lisa.roberts@simivalleyusd.org, (805)306-4500 x4403