



Education Center
7575 E Main St.
Scottsdale, AZ 85251

Telephone: 480-484-6200
Fax: 480-484-6295
Web Site: www.susd.org

SCOTTSDALE UNIFIED SCHOOL DISTRICT FILMING AND RECORDING GUIDELINES FOR COMMERCIAL USE

Welcome to the Scottsdale Unified School District! Thank you for your interest in the District as a possible filming location. These guidelines outline the considerations the District applies to filming requests and sets out the procedures for making such requests. This process applies to all requests to undertake filming on any campus of the Scottsdale Unified School District. For convenience, the word "filming" as used in these guidelines includes, but is not limited to, motion pictures, filming, videotape, still photography, and digital imaging.

PROCESS OVERVIEW

- Contact Facilities – Rental with any questions regarding the process.
- Submit a written request within 30 days of filming date (exceptions on a case-by-case basis).
- Sign Location Agreement
- Submit fee payment

The SUSD Building Service and Facilities Department - Rentals is responsible for all arrangements pertaining to filming on District property. The information will be submitted to the appropriate departments for review, approval, and processing with other District units on your behalf.

Celita Vanbrunt
Scottsdale Unified School District
Building Services and Facilities - Rentals
9288 E San Salvador
Scottsdale, AZ 85258

Phone: 480-484- 8569
Email: cvanbrunt@susd.org

When assessing requests, the District will take into account its responsibilities to:

- Ensure the safety and academic integrity of District property by the District's students, employees, and visitors.
- Protect the physical state and value of District Assets.
- Protect and enhance the District's academic, community, and commercial reputation and interests.
- Minimize disruption to the District's core activities and responsibilities.



The District will consider each request based on:

- Whether or not the subject matter is in the best interest of the students or the image of the District as an educational institution.
- Whether or not the project proposed will disrupt the learning environment, the safe operation and use of District property, or interfere with normal District business or previously scheduled events.
- Whether or not the project can be accommodated.
- The benefit to the District community, and community as a whole.
- The balance of commercial/revenue benefit to the Producer/Director and to the District.

SUBMIT A WRITTEN REQUEST TO THE PUBLIC INFORMATION AND MARKETING DEPARTMENT

A written request should be received by the Building Services and Facilities Department - Rentals no less than 30 days before the proposed start date of the filming project. Exceptions may be made on a case-by-case basis. Written Requests should include:

- Information about the Producer/Director, company or individual including names and contact information.
- Dates and locations requested. Please note that the availability of times and locations will depend on academic schedules.
- Type of project proposed e.g. motion picture, commercial, print ad, broadcast television, PSA, etc. Include descriptions of equipment to be used, and number of cast/crew/extras that will be present. Include a description of the type of activities that will take place.
- A description of any type of accommodations required e.g. parking, production, or technical space, etc.
- Intentions regarding District identification. District identification includes exterior shots showing the District's name or logo or identifiable symbols associated with the District and cannot be used without approval from the Public Information and Marketing Department.
- Attach an initial script or storyboard for review.
- Any other materials that the Producer/Director deems useful to the District in assessing the nature and undertakings of the filming request.

Requests can generally be processed and approved within 10 working days of receipt. The Public Information and Marketing department will discuss the intended location use with you and advise you of documents and actions required after your request is approved, and before the signing of the Location Agreement. Additional documents and actions include:

- Certificate of insurance. You must procure and maintain, during the term of the location agreement, comprehensive general liability insurance with a combined single limit of at least \$1 million for personal injury or property damage, naming Scottsdale Unified School District as an additional insured. The District may require additional insurance based on the size and level of the project.
- Final scripts/ storyboards. Any changes or revisions in the script or storyboard following final submission must be approved by the Communications Department. Substantive changes in the script may cause the District to withdraw permission for use at its locations.
- Any other additional materials the District deems appropriate before agreeing to sign the Location Agreement. Such materials may include, but are not limited to, security, fire, or other logistical plans depending on the type of filming project.



LOCATION AGREEMENT

The standard Location Agreement forms the basis for any contractual arrangements and filming cannot proceed until both parties sign this agreement. Failure to comply with the filming guidelines may result in the District terminating the Location Agreement at any time, in which event any rights of the Producer/Director to film on District property will immediately cease.

Please direct any questions regarding the Location Agreement to:
Scottsdale Unified School District
Building Services
9288 E San Salvador
Scottsdale, AZ 85258

Phone: 480-484-8569
Email: cvanbrunt@susd.org

FEES, DEPOSITS, AND CANCELLATIONS

Payments for fees must be made payable to **Scottsdale Unified School District** and be received no later than two (2) business days prior to the first day of filming. The fees are based on a half-day/ full day rate system, and begin from the time the first vehicle arrives, and end when the last vehicle leaves. The *half-day* is six (6) hours, and the *full day* is twelve (12) hours. Any shoot over six hours will be considered a full day, and any shoot over twelve (12) hours will be charged additional fees based on an hourly system.

Film/Television	Still
Half Day\$250	\$ TBD
Full Day \$500	\$ TBD
Over 12 hours \$50 /hr	\$/hrTBD

These fees are in addition to any rental fee charged for the use of any district classroom or other facility.

Deposits

A damage deposit equal to one day's location fee must be paid with the location fees. The damage deposit will be refunded after all other fees have been paid and an inspection by District officials confirms that the film sites are left in satisfactory condition.

Cancellations

A fee equal to 1/3 of the first day's location fee is charged if cancellation occurs after a location agreement has been signed



LOCATION AGREEMENT

The undersigned Scottsdale Unified School District (hereinafter referred to as "the District") hereby grants permission to the undersigned _____ (hereinafter referred to as the "Producer/Director"), to enter upon and use the property and the adjacent area located at _____ (hereinafter referred to as "the Property") for the purpose of filming, photographing, and recording all or any part of the property, with right to exhibit all or any part of said films, photographs, or recordings throughout the world. Said permission shall include the right to bring personnel and equipment (including props and temporary sets) onto said property, and to remove the same there from after completion of the work. Said filming, photographing and/or recording shall be limited to the purposes set forth in the proposal submitted by the Producer/Director to the District, attached hereto. Should Producer/Director wish to exhibit for another purpose, license, assign or exploit such films, photographs, or records, Producer/Director must obtain prior permission from the District.

Producer/Director agrees not to film any student of the District without prior written authorization from the students' guardians (if the students are under 18).

Producer/Director agrees not to film or reference in the film the name of the school or Scottsdale Unified School District. Producer/Director further agrees not to portray the District or the school in a bad light.

The above permission is granted for a period of _____.

Producer/Director must provide a certificate of insurance that names the Scottsdale Unified School District as an "additional insured." The Certificate must state no less than \$1,000,000 for bodily injury and property damage. A copy of the insurance certificate must be attached to the location agreement. Any vendor or other group allowed onto District property in connection with a location agreement must also provide the required insurance certificate.

Producer/Director agrees to abide by all the terms and conditions set forth in the SUSD Facilities Rental Policy Manual. In the event of a conflict between the SUSD facilities Rental Policy Manual and the Location Agreement Guidelines or Location Agreement, the Location Agreement Guidelines or Location Agreement shall govern.

Producer/Director hereby agrees to hold the District harmless of and from all liability and loss that the Producer/Director may suffer or incur on or about the above-mentioned premises.

Producer/Director shall indemnify the District for any claim of loss by any student, employee, or third party arising out of the negligent act or omission of Producer/Director, or the agents, employees, or invitees of Producer/director.

Producer/Director shall indemnify the District for any damage to District property (ordinary wear and tear of premises excepted) caused by the negligent act or omission of Producer/Director or the agents, employees, or invitees of Producer/Director.



The undersigned District does hereby warrant and represent that it has full right and authority to enter into this agreement, and that the consent or permission of no other person, firm, or corporation is necessary in order to enable Producer/Director to enjoy full rights to the use of said premises.

The District reserves the right to terminate the Agreement in whole or in part at any time, when in the best interests of the District without penalty recourse.

This agreement shall be interpreted in accordance with the laws of the State of Arizona and cannot be assigned without prior written permission from the District.

On behalf of the Scottsdale Unified School District

Shannon Crosier
Chief Financial Officer

Signature

Date

On behalf of Producer/Director

Print Name

Title

Signature