



**BURBANK UNIFIED SCHOOL DISTRICT
FILMING/PARKING PRODUCTION LICENSE APPLICATION**



COMPLETE THE INFORMATION BELOW AND SUBMIT TO SCHOOLS@FILMLA.COM
YOU MUST ALSO OBTAIN A PERMIT FROM THE CITY OF BURBANK.

This application shall be completed and submitted to FilmL.A. and will be reviewed with Burbank Unified School District (BUSD) as part of the application process for a License Agreement (Agreement) to film or park film vehicles on BUSD property.

Compliance with all County or City regulations and policies regarding filming is required. BUSD reserves the right to deny filming applications.

Application Date: _____

Proposed Location: _____
(Name of School/Address of BUSD Property)

Production Company: _____
(Must match company name on insurance certificates)

MAILING ADDRESS FOR DEPOSIT RETURN:
(Deposit is automatically processed and returned within 6-8 weeks of production)

Production Title: _____

Type (Select One): _____ Other (explain) _____
(Parking-only requests: please indicate "Parking Only")

Producer: _____ Director: _____

Primary Contact Name: _____ Primary Contact Title: _____
(The individual to be named on the BUSD agreement)

Primary Contact Phone: _____ Primary Contact Email: _____

Secondary Contact Name: _____ Secondary Contact Title: _____
(Assistant or Permit Service)

Secondary Contact Phone: _____ Secondary Contact Email: _____

Number of Crew: _____ Cast: _____ Extras: _____ Total: _____

Number of Trucks: _____ Mobile Restrooms: _____ Vans: _____ Motorhomes/Dressing Rooms/RVs: _____

Catering Trucks: _____ Generators: _____ Camera Cars: _____ Picture Vehicles: _____ Cast/Crew Cars: _____

Other trucks or vehicles: _____

Production Dates & Times:

Include Date, Time of Arrival, and Time of Departure (including catering & support vehicles)

Prep Dates/Times: _____

Shoot Dates/Times: _____

Strike Dates/Times: _____



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Areas of Activity

Provide a clear description of the specific filming activity to be conducted at the BUSD property, for each area that will be used:
(Any activities that are not included in the application may not be granted approval for the day of production)

Description of Area: _____

Activity: _____

Description of Area: _____

Activity: _____

Description of Area: _____

Activity: _____

Description of Area: _____

Activity: _____

Description of Area: _____

Activity: _____

Parking/Staging Locations: _____

Attach additional page if necessary to describe areas of use

Additional Activities:

Indicate if the following are requested:

- Use of BUSD Owned Equipment/Furniture
Food/Beverages on BUSD Property
Use of BUSD bathroom facilities
Storage of vehicles and/or equipment overnight

List dates: _____

- Set Pieces/Construction/Props

Describe: _____

- Exceptional Activities:

- Pyrotechnics Hazardous Materials Aircraft Animals

- Stunts Other (Describe): _____



BUSD Filming and Parking Fees

Fee Type (filming)	Amount	Unit	Fee Type	Amount	Unit
Deposit	\$500	Per Day	Student Filming	\$260	For 4 Hours
Basic Filming Rate	\$2,500	For 15 Hours	Student Filming – Overtime	\$55	Per Hour
Overtime Rate	\$55	Per Hour	Still Photography	\$300	For 4 Hours
Custodial Rate	\$55	Per Hour	Still Photography – Overtime	\$55	Per Hour
Half Day Filming Rate	\$1,250	For 6 Hours	Overnight Parking / Storage <small>(during filming)</small>	\$500	Per Day
Parking Only	\$1500	Per Day	Basecamp/Catering <small>(during parking-only requests)</small>	\$500	Per Day <small>in addition to parking rate</small>

The District reserves the right to modify rates.

Deposit

A deposit of \$500.00 per day is collected for all filming and parking requests. The deposit will be automatically processed and returned within 6-8 weeks after production, less deductions for overtime charges, additional custodial charges and damages. There is no need to apply for a refund.

Filming/Still Photo Rates

All BUSD properties are subject to the same basic filming and still photo use rates, according to the fee schedule above. Request for use of special facilities or equipment may result in additional charges.

Custodial Rates

A charge of \$55 per hour for custodial staff will apply for the entire time the facility is being used, plus one hour prior to arrival and one hour after the site has been vacated. More time may be requested by the site or district.

Parking During Filming

Crew and base camp parking are included in filming fees during filming, prep, and strike. Parking is subject to availability and will be granted based on the discretion of the BUSD site administrator. \$500 will be charged for overnight parking or storage of vehicles and/or equipment.

Parking-Only and Basecamp Rates

For companies leasing BUSD property for PARKING-ONLY requests related to filming nearby, a flat rate of \$1500 per day would apply. A charge of \$500 in addition to the parking rate will apply when actively using a site for basecamp, and/or serving food on BUSD property during parking-only requests.

Payment, Agreement, and Cancellation

All BUSD fees are collected by FilmLA. An authorized production company representative must sign the completed 13-page BUSD License Agreement. BUSD policy prohibits third parties, including film permit services, from signing on filmmakers’ behalf. Licenses not cancelled with 24 hrs. notice will be assessed a \$150 fee.



School Administrative Approval



School Administrators:

Once you and your staff have reviewed the application materials, please provide your signature below, along with the contact information for the staff member(s) who will be present on the day of filming or parking.

You may also provide any comments or conditions regarding the school's use, including restrictions, requirements, or other terms to be included in the use agreement.

THIS SECTION TO BE COMPLETED BY SCHOOL ADMINISTRATOR

Production Company: _____

School Administrator Name and Title: _____

School Administrator Signature: _____

Plant Manager or Site Representative Name: _____

Plant Manager or Site Representative Mobile Number: _____

Comments/Conditions: _____

Please return this signed document via email to the FilmLA School Agreement Specialist as soon as possible

Condition Reports and Filming/Parking Revenue

On or immediately following the date(s) of filming or parking, the FilmLA School Agreement Specialist will send a Condition Report, including the terms of use (dates, times, fees collected, areas used). A signature from a school representative is required on the Condition Report in order to return the production company's security deposit, and to release the filming or parking funds to BUSD.

General Information Regarding Filming and Parking Inquiries

Please feel free to contact the FilmLA Schools Department with any questions regarding the filming or parking request process:

Email: schools@filmla.com

Phone: 213.977.8600

www.filmla.com