

Guidelines for Filming or Recording on Clark County School District Property

Filming or recording on Clark County School District (CCSD or District) property is governed by CCSD Policy 3613 and Regulation 3613.2, which may be found online at <http://www.ccsd.net/district/policies-regulations>. Additionally, these documents address requests to use any District vehicle in a recording. Requestors are responsible for compliance with all provisions of CCSD policies and regulations.

FINDING SCHOOL FACILITIES FOR FILMING OR RECORDING:

After identifying potential locations, filmmakers must contact the site administrator about potential site availability and discuss the feasibility of filming on the property. If the site administrator can accommodate the filming request, the filmmaker will work with the Risk & Environmental Services Department (Risk Management) liaison to complete the necessary documents for requesting the site. Approval is not final until the entire application process is complete. *Please note: FILMING ACTIVITY IS SECONDARY TO, AND MUST NOT DISRUPT OR INTERFERE WITH ANY SCHOOL INSTRUCTIONAL PROGRAM OR SCHOOL ACTIVITY.*

APPLICATION INSTRUCTIONS:

After obtaining *initial tentative* site administrator approval, complete and submit the District Facility Use Permit (CCF_410), signed by the site administrator, as well as the attached **Application to Film or Record on CCSD Property**. Submit the forms to Risk Management, including all required insurance documents, and the nonrefundable check, money order, or credit card payment application fee payable to Clark County School District. These documents must be submitted at least **45 days prior to the proposed date of filming or recording**. Once the School Accounting, Facility Usage Department receives all documents from Risk Management, the nonrefundable deposit will be processed. If the request is to use a District vehicle in a recording, the CCSD Transportation Department will be consulted to determine if there is a vehicle and driver available and applicable costs of use.

The signed CCSD Venue Release Contract must be submitted to Risk Management at least **30 days prior to the proposed date of filming or recording**. After the application and supporting documents are received by Risk Management, the liaison will process your **CCSD Venue Release Contract** and will e-mail a draft of the contract for your review including any additional questions or concerns that must be addressed prior to acceptance. You may contact the CCSD Risk Management liaison with any questions at 702-799-6496, Extension 5642.

INSURANCE VERIFICATION:

Liability insurance coverage for the party requesting to use the site, as well as the production company, must be provided on an Acord Certificate with an **additional insured endorsement** page. The minimum liability limit is \$1,000,000 per occurrence. In addition, both the requesting party and the production company must provide evidence of workers' compensation coverage in the State of Nevada including a **waiver of subrogation endorsement**. Both the additional insured endorsement for the general liability and the waiver of subrogation endorsement for workers' compensation must be in the favor of:

Clark County School District
Risk & Environmental Services
4828 S. Pearl Street
Las Vegas, NV 89121

SAFETY DEPARTMENT INSPECTION / WALK-THROUGH:

Based on the type of activities associated with filming or recording, base camping, or crew parking, CCSD may require a Safety Department review and/or site inspection prior to granting the application.

FEES, PAYMENT, AND DELIVERY POLICIES:

An authorized production company representative must sign the completed **CCSD Venue Release Contract** as well as the Assistant Chief responsible for the school site that is hosting the filming. Once all documents are completed and approved by Risk Management, personnel in the School Accounting, Facility Usage Department will provide an invoice of charges, based on the current fee schedule for filming on a CCSD site. A list of standard facility fees can be found at <http://ccsd.net/departments/school-accounting>. *Use of the facility will not be granted until payment is received in full.

Your **CCSD Venue Release Contract** must be kept on-site at all times during the production activity.

APPLICATION TO FILM OR RECORD ON CCSD PROPERTY

RETURN TO CCSD RISK & ENVIRONMENTAL SERVICES DEPARTMENT WITH ALL DOCUMENTS REQUIRED AT LEAST 45 DAYS PRIOR TO THE PROPOSED DATE OF FILMING OR RECORDING (SIGNED CCF-410 FROM SITE, REQUIRED INSURANCE DOCUMENTS, AND DEPOSIT CHECK).

Application Date: _____ Location Type: _____

Proposed Use: Film or Record on District Property Use of a District Vehicle in a Recording

Proposed Location: _____

Project Name: _____

Production Type: _____

If District Vehicle is requested e.g. documentary, fictional story, etc.

Type and Quantity Requested: _____

Primary Contact Type (choose one):

Producer Director Other (explain) _____

Contact Name: _____ Company: _____

E-mail: _____ Phone: _____

Secondary Contact Type (choose one):

Producer Director Other (explain) _____

Contact Name: _____ Company: _____

E-mail: _____ Phone: _____

Production Starting Date & Time: _____ Production Ending Date & Time: _____

Total Prep Days: _____ Prep Days/Times: _____

Total Days Filming: _____ Filming Days/Times: _____

Total Strike Days: _____ Strike Days/Times: _____

Summary of script tone,
message, objective,
audience, and outreach
of the production:

CCSD reserves the right to request a copy or summary of the production script, a summary or description of the overall production or context of the scenes involving the school or the District, and a copy of the final production to review and approve prior to the final release or airing.

People on property

of Crew: _____ # of Cast: _____ #of Extras: _____ # Others: _____

Vehicles / Equipment

of Trucks: _____ # of Cars: _____ # Motorhomes/RV: _____ # Vans: _____

Catering Trucks: _____ # Honeywagon: _____ # Generators: _____

Parking/Staging Area:

Set Pieces/ Construction/ Props:

Stunts/Special Effects Proposed (check all that apply):

Aircraft Pyrotechnics Animals Hazardous Materials Stunts

Other (explain): _____

Traffic Safety Control Special Closures:

WiFi Service Required Phone Lines Required

General Description of Activity: (Include map of area)

SPECIFIC AREAS/CONDITIONS

1. Description of Area: _____
 Activity: _____
 Special Conditions: _____
 Additional Comments: _____
2. Description of Area: _____
 Activity: _____
 Special Conditions: _____
 Additional Comments: _____
3. Description of Area: _____
 Activity: _____
 Special Conditions: _____
 Additional Comments: _____

Please add additional areas of filming on an additional piece of paper.