

# GUIDELINES FOR USE OF FACILITIES FOR MOTION PICTURE, FILM, VIDEO AND PHOTOGRAPHY (“FILM”)

Thank you for your interest in Marietta City Schools’ property as a possible filming location. Marietta City Schools understands the importance of the film industry to the local economy and the benefit it can provide to our students interested in a career in film and film production. **Marietta City Schools encourage all requestors to consider utilizing Marietta High School Audio-Visual Technology and Film students as a part of your production staff.**

Marietta City Schools may allow facilities to be rented to those who wish to film on board property - provided such filming does not interfere with the educational, scholarly or administrative functions of the school or school district. Permission to film on board property will be granted only if, in the sole determination of Marietta City Schools, it is in the district’s best interest to permit such filming. Marietta City Schools reserves the right to deny permission to film on property.

Film scout visits are encouraged, when appropriate, to help Marietta City Schools clearly determine the needs and desires of the production. A request for a scout visit can be made to the Marietta City Schools central office. **PERMISSION FOR SCOUT VISITS, SITE SURVEYS, LOCATION AND TECHNICAL SCOUTS DOES NOT CONSTITUTE COMMITMENT BY MARIETTA CITY SCHOOLS FOR THE USE OF ITS FACILITIES AS A LOCATION.**

## INCIDENTAL FILMING

- Incidental filming includes uses such as: filming for non-commercial or internal use, class projects, or personal use.
- This filming requires no special services and does not in any way disrupt the normal functioning of Marietta City Schools.
- This filming cannot be used for commercial purposes after the fact without written permission from Marietta City Schools.
- All other Incidental filming guidelines are listed in Use of School Facilities policy and procedures.

## PROMOTIONAL USE FILMING

- Filming destined for promotional use is subject to limitation.
- "Promotional use" is defined as any use that could imply endorsement of a product or service.

In addition to any other requirements in the Use of School Facilities policies or procedures, the following conditions apply to film destined for promotional use:

1. The intended use of the film must be stated explicitly in writing on the “Application to Use of Facilities for Motion Picture, Film, Video and Photography” and submitted to the District as an attachment to the online application. The statement of intended use must include the product or service being promoted, the intended market, the medium, any accompanying text or other images, and how an image of the School Property would be used. In cases of motion pictures, a brief synopsis -- including the names of the actors and the full script or appropriate script excerpts -- must be submitted.
2. Neither school buildings nor persons present on campus may be photographed in such a way as to render them identifiable without written consent or release. Any written releases shall include Marietta City Schools and the Board of Education of the City of Marietta as released from any potential liability.

3. The Marietta City Schools logo, as well as photographs that include the logo, are reserved for the exclusive use of the School District and may not be used without prior written authorization from the Superintendent's Office.
4. The Superintendent or his/her designated representative reserves the right to restrict or deny the use of school facilities or campus locations if, in his/her judgment, such use might be harmful to the reputation of Marietta City Schools or to its educational purposes.
5. All necessary facilities and equipment related to the filming may be placed on Marietta City Schools' property, but the party responsible for the filming must agree to remove same after completion of work. The party responsible for the filming may not drill, nail, glue or alter any school property in any way without written authorization from the Marietta City Schools Superintendent or designee. If this authorization is granted, all property must be returned to its original state. Any property damaged as a result of the use by or activities related to the filming must be repaired or replaced by the party responsible for the filming to the satisfaction of Marietta City Schools.
6. The party responsible for the filming will indemnify and hold Marietta City Schools and the Board of Education of the City Marietta harmless from and against any claims or demands arising out of or based upon personal injuries, death or property damage, resulting directly from any act or negligence on its part in connection with the work, film production or use of school district property. Depending on the nature of the filming and the location, proof of general liability may be required.
7. The party responsible for the photography must be accompanied by a representative of Marietta City Schools at all times while on campus. In addition, the party responsible for the filming agrees to pay all incurred expenses related to the reimbursement of the Marietta City Schools representative's time spent accompanying the production.
8. A fee is charged for the use of the location for each day or portion of a day. These fees may be waived, in part or in whole, if the filming is for educational or other bona fide public information purposes or in the event that Marietta City Schools negotiates any rights in the film project. In addition, the party responsible for the filming agrees to pay all incurred expenses such as those for A/V technicians, security, supervisory, custodial services, etc. Specific contractual arrangements must be negotiated in advance through the Superintendent's Office
9. The Superintendent or designee reserves the right to review all products produced by this effort that include the District's name, seals, trademarks, or indicia for approval. Such approval will not be unreasonably withheld, and is performed to assure compliance with district policies.
10. Personnel in any way connected with the production can be ejected from the school property for displaying behavior that is deemed to be disruptive to the operation of the university, or for being offensive in language or behavior to students, faculty, staff, administrators or Marietta City Schools' guests.
11. Marietta City Schools expects that appropriate credit will be given in the film end credits. Suggested wording as follows:

"Thank you to the faculty, staff and students of Marietta City Schools, Marietta, Georgia"

12. Production companies are also encouraged to contact the City of Marietta to ensure compliance with City [Ordinance Chapter 5-13 – Motion Picture, Television and Photographic Production](#)

Once these conditions have been met and any other conditions stipulated, conditional permission to film on the school property will be granted or denied. If conditional permission is granted, the applicant must submit:

1. The exact date(s) of filming, as well as any anticipated requirements for personnel, equipment, or other assistance from Marietta City Schools at a minimum of two weeks in advance of filming,
  2. Information on the number and kind of vehicles and the number of personnel expected to require access to the school property, so that appropriate arrangements can be made.
- If the plans change in any significant detail from the original application, permission may be withdrawn. Changes in the date or time of the filming may provide sufficient grounds to withdraw permission, as these may cause conflicts with other Marietta City Schools' events or uses of desired locations.

#### **FILMMAKER'S CODE OF PROFESSIONAL RESPONSIBILITY**

This Code of Professional Responsibility should be distributed to approved film crews and staff and posted in public view for a more pleasant and efficient visit to Marietta City Schools:

1. Appropriate behavior and respect shall be shown by all members of the production – particularly production security staff – towards students, faculty, staff, and guests of Marietta City Schools.
2. Offensive or objectionable behavior will not be tolerated; individuals acting inappropriately will be removed from district property.
3. All members of the production company should wear clothing that conforms to good taste and common sense. Shoes and shirts must be worn at all times.
4. Cast and crew shall refrain from using lewd or offensive language within earshot of staff, students, and guests of Marietta City Schools.
5. Meals shall be confined to the area designated in the location agreement. Individuals shall eat within the designated meal area. All trash must be disposed of properly upon completion of meal.
6. Removing, trimming and/or cutting of vegetation or trees are prohibited unless approved by Marietta City Schools.
7. All catering, crafts services, construction, strike, and personal trash must be removed from the location or placed in trash cans and/or dumpsters provided by Marietta City Schools for disposal.
8. All signs must be approved prior to placement. Remove all signs posted to direct the company to the location.
9. Noise levels should be kept as low as possible. Amplified sound is not permitted without express permission of Marietta City Schools.
10. Cast and crew vehicles parked on district property must adhere to all legal requirements unless authorized by the film agreement. Production vehicles may not block driveways without the express permission of Marietta City Schools.
11. Cast and crew are to remain on or near the area that has been permitted. Do not trespass on to other areas (i.e. buildings/classrooms/offices/fields) without prior approval from Marietta City Schools.
12. Cast and crew shall not bring guests or pets to location, unless expressly authorized in advance by the production company. Service animals are exempt.
13. Cast and crew shall comply with all Marietta City Schools Policies including weapons, smoking, use of controlled substances and alcohol.
14. The productions company must comply with provisions of the agreement at all times.

**APPLICATION TO USE OF FACILITIES FOR MOTION PICTURE, FILM, VIDEO AND PHOTOGRAPHY**

**Marietta City Schools**

**250 Howard Street**

**Marietta, GA 30060**

Thank you for considering Marietta City Schools for your upcoming project. In order to ensure the best service possible to your production company, all requestors interested in filming on Marietta City Schools' property complete and submit this application *in addition to* the standard APPLICATION FOR USE OF SCHOOL FACILITY. No permission to use the property should be inferred until this request has been approved and the requestor has been notified of its approval. **Marietta City Schools encourage all requestors to consider utilizing Marietta High School Audio-Visual Technology and Film students as a part of your production staff.**

<b>TYPE OF PROJECT (circle one):</b>	<b>Motion Picture</b>	<b>Film</b>	<b>Video</b>	<b>Photography</b>
<b>NAME OF PROJECT:</b>	_____			
<b>PROPERTY REQUESTED:</b>	_____			
<b>DATE(S) REQUESTED:</b>	_____	<b>TIME(S) REQUESTED:</b>	_____	
<b>Name of Production Company</b>		<b>Phone Number</b>		
<b>Address</b>		<b>City State</b>	<b>Zip Code</b>	
<b>Contact Person</b>	<b>Contact's Phone Number</b>		<b>Contact's Email Address</b>	

**Provide a Brief Summary of the Plot:**

**Approximate Number of cast and crew members that will be on the property:**

**Identify and List any famous actors/celebrities involved in this production who may attract a crowd:**

**Please List the equipment that you will bring to the property:**

**The base cost to use facilities for Motion Pictures begins at \$1,000 per day plus negotiated additional fees depending on space requested, how the facility is being used, length of time, and district personnel required.**

In order for any filming, photography, or video recording to occur on Marietta City Schools, the District must have all of the following information or documentation on hand from the requesting party:

1. A completed Online Application for Use of School Facility
2. A completed and signed "Guidelines and Application to Use of Facilities for Motion Picture, Film, Video and Photography"; with accompanying documents;
3. A certificate of insurance, naming the Board of Education of the City of Marietta as additional insured (applicable for certain locations);
4. Any other pertinent documentation required in the Use of School Facilities regulations.

**These documents must be attached to the online application.**