



ROCHESTER COMMUNITY SCHOOL DISTRICT

APPLICATION FOR FILMING

Process:

- 1. Application Instructions
a. Create an account in the Event Management System...
b. Once an account is created, submit a request to use a facility...
c. Complete the following 'RCS Application for Filming' form.
d. Forward the following information to the Director of Community Relations...
2. Access
a. All requests to use RCS facilities during filming will be carefully taken into consideration...
b. Permission to film is contingent upon approval from the Director of Community Relations...
c. The authorized district employee may terminate the filming at any time...
3. Terms and Conditions
a. An authorized district employee will be present during filming.
b. In addition to the facility use fee, the production company will be charged a rate of \$100-\$500 per hour...
c. There will be no identification of the school or district when filming...
d. Terms and conditions must be agreed to, in writing, before filming can be initiated.

As part of this Agreement, the applicant hereby agrees to comply with and be bound by all applicable provisions of Rochester Community Schools' Policies, Regulations and Fee Schedules contained on the School District's website at www.rochester.k12.mi.us/pages/5104/7000-property.

Name of the Company _____

Signature / Title of Representative _____

Date _____



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APPLICATION FOR FILMING

PRODUCTION COMPANY

Production Company Name: _____

Address: _____

Phone: _____ Website: _____

Point of Contact Name: _____

Alternate Phone: _____ Email Address: _____

REQUEST

Date of Request: _____

Proposed Filming Date(s): _____

Proposed Filming Time: _____

Requested Location(s) (Building name/Room number, etc.): _____

Number of Production Staff Members: _____

Number of Participants/Actors: _____

Type of Equipment used on Location (Video camera, sound equipment, etc.):

Purpose of Filming: _____

Subject Matter (Description of the script): _____

Additional Information: _____

Signature/Title: _____ Date: _____