

Filming and Photography Facility Use Request

Thank you for your interest in using Everett Public Schools (EPS) property for your upcoming film or photography production. Our various district properties present a wide range of filming and photographic options. Please complete and submit this form to begin the approval process and arrange for location scouting.

Prior Approval Required - All use of EPS facilities for commercial, freelance, non-news photography, sound or video recording must be approved in advance prior to use. Express permission is required before any recording or photography can take place on EPS property. Please allow up to 14 days for a response to your request and note that requests made while EPS offices are closed may take longer.

Facility Use Fees - Fees for use of District facilities for filming or photography shall be the hourly rates established in Schedules 3A, 3B, and 3C in fee schedule 6115S for the applicable user group category with a four-hour minimum charge per day. Seasonal rates for youth groups shall not apply. Please contact the Community Services Department to make arrangements for filming or photography on District sites or facilities not listed in Schedules 3A, 3B, or 3C, and note that a minimum filming and photography facility use fee of \$1,075.00 will apply for such unlisted facilities.

Exclusive Rights - EPS owns the exclusive rights to images of its names, nicknames, registered trademarks, official symbols, and iconic buildings. The EPS names, symbols and locations may not be used in any manner to endorse any product or service, either explicitly or implicitly, without written permission from the Community Services Department.

Scheduling Activities - Generally, EPS does not allow commercial filming in its classrooms or other locations while students are present. Photography and filming will be allowed only during those times least likely to be disruptive to the academic process and to student life. Exceptions to this must be reviewed and approved in writing by the Community Services Department. At no time will a non-student/actor/model be permitted to pose as a current EPS student.

On-Site Escort - Depending on the type of production and number of participants on site, an EPS custodian or other staff may be required to be present as an escort during productions for all interior locations and select exterior locations. This will be determined by the Community Services Department on a case by case basis and may result in the facility user having to pay for the additional staff costs to provide such an escort. Currently, the rates for custodial time are \$35.00 per hour/ regular time, \$52.00 per hour/overtime charged Monday-Saturday; \$70.00 per hour charged for Sundays and holidays.

No Indemnification - Please note that EPS will not sign agreements which indemnify your production.

Use of Restrooms/Food on Premises - Please be aware that there are no outdoor public bathrooms on EPS properties, and access to indoor restrooms may not be available. If you are filming/photographing indoors, there may be restrooms available, but please be aware that space

in those facilities is not ideal for use as a changing area. Due to potential exposure of certain food products to students or staff with food allergies, EPS asks that any snacks or meals be consumed outdoors or at a location off EPS property when possible.

Facilities and Electrical Access - In general facility users will not have access to electrical panels or the control systems for HVAC equipment, clocks, or bells. After-hour access (typically later than 5:00 p.m.) may require overtime pay for staff to keep a building open and locked when needed, and user groups will be required to pay for any overtime costs associated with after-hours productions.

Parking - Parking at many EPS locations is typically limited and parking lots are shared after school hours by all facility users, visitors, and guests. While on location, production crews may utilize any open parking spaces except at no time may production crew utilize police or staff parking spaces, nor may vehicles block or obstruct in any way such parking spaces. If production requires access to a location by large or oversized vehicles, or to accommodate certain production equipment, arrangements must be made with the Community Services Department at least 14 days in advance of production. Entire parking lots may be reserved for the sole use of a facility user by separately reserving it through the regular facility use request process.

Contact Information - For more information, please contact the Community Services Department at 425-385-4045 or email community@everettsd.org

Type of activity to be conducted on EPS property:

Commercial Film

Commercial Photography

Other (describe)

Company Name

Address

Email

Phone Number

Describe generally the nature and purpose of the project. What is it about? Where will it be shared? How will it be used?

Requested dates or date range?

Hours of production on requested dates

Number of people involved in production that will be on EPS properties

Location requested. If location is unknown at this time, what type of space are you seeking?

Please describe the footprint of your production in terms of numbers of cameras, lighting setup and other large equipment that would be used.

Will any live animals, domestic or otherwise, be used during production on EPS properties?

Is there anything else we should know in considering your request?

Date

Name

For EPS use only

Approved

Denied