

REGULATION OF THE PRINCIPAL

Category: **STUDENTS**

Issued: 6/28/17

Number: EXT-R-530

Subject: FILMING AT SCHOOL FACILITIES

SUMMARY

All requests from producers of films, television shows, commercials, news magazine programs, or documentary news to film, photograph, or otherwise to record images or voices in schools, on school playgrounds, or other Fei Tian Academy of the Arts-Middletown (FTAA-MT) property must be referred to the Office of the Principal. The Principal is the only school official with authority to grant or deny such requests.

The filming of for-profit commercials is strictly prohibited.

I. PROCEDURES FOR CONSIDERATION OF REQUESTS TO FILM OR PHOTOGRAPH AT SCHOOL FACILITIES OTHER THAN THE PRESS

1. All requests to film or photograph at FTAA-MT school facilities by producers or makers of films, television shows, commercials, news magazine programs, or documentary news (hereinafter collectively referred to as "Producer") must first be made in writing (See Exhibit A) to the Office of the Principal.
2. A written summary of the film story shall be submitted by the Producer. If the story deals primarily and predominately with FTAA-MT, its students or employees, the Principal reserves the right to review the final shooting script.
3. The Principal will consult with the Office of the General Counsel, or other appropriate personnel in reviewing the request for filming or photographing at school facilities.
4. Student instruction shall not be impeded by any filming or photographing in school facilities. Every effort must be made to limit filming or photographing to days and hours when classes and testing periods are not in session. The Principal and/or other appropriate personnel may at any time halt or suspend filming if in their reasonable judgment student instruction is being interfered with or obstructed.
5. Filming or photographing in school facilities during school hours will be permitted only with the written approval of the Principal.
6. Where more than one facility is needed for one production, an individual clearance and permit will be required for each facility. Approval for filming at one location cannot be used by the filming crew to move to another school facility location.

7. The responsibility for the recruitment of production personnel and site selection is the exclusive obligation of the Producer.
8. No employees or students may be filmed or photographed except with the express written permission of the Principal and in addition, the respective employee or the student's parent or guardian. All parent/guardian consent forms (See Exhibit B) must be submitted in advance of filming. The use of any film or photographs shall be limited to the particular project and related promotion thereof. Should students be hired by a Producer to take part in productions scheduled to occur before or after normal school hours, outside of school sponsored events or not related to FTAA-MT, arrangements for compensation and permission are to be made directly between the Producer and the student's parents or guardians.
9. The filming or photography project will be required to benefit the school and its students, e.g., donation of money or equipment to the school for instructional purposes, provision of meaningful internships or ongoing mentoring projects for students, the provision of a speaker on filmmaking at an assembly program, visit to the school by a film star, etc. Moreover, for documentary projects about FTAA-MT, its students or employees, FTAA-MT reserves the right to negotiate a royalty for the benefit of the school in the event such documentary is commercially licensed or distributed.

Once approval is granted from the Office of the Principal, a Producer must obtain the necessary permit from the Facilities and Operations Director or designee to be used and must pay applicable fees including opening costs, on a sliding, discretionary scale relative to the purpose of the production, with feature films charged according to use. The waiver of fees may be considered for designated not-for-profit ventures. In addition, a Producer must pay fees for the use of a school facility as a holding area for a cast and film crew. Use of a school facility as a holding area must be granted by the Office of the Principal in consultation with the Facilities and Operations Director. Each permit is valid only for the original period for which it is granted.

9. A Producer must include FTAA-MT as an additional insured party in a commercial general liability insurance policy for a minimum of one million dollars (\$1,000,000.00). In particular cases, an additional amount may be required if recommended by counsel.
10. The Producer and a representative from FTAA-MT must sign the school's standard Location Agreement (See Exhibit C) in advance of filming. The Location Agreement may only be modified with written consent from the Principal.

11. There will be no identification of the school or use of the name of the school in the filming or photographs unless explicit permission is granted in the Location Agreement signed by the Producer and FTAA-MT prior to filming.
12. The Producer will be required to comply with all necessary safety regulations while on FTAA property, including those of the school, and any others deemed applicable. At the expense of the Producer, FTAA-MT School Security and Safety Personnel may be required by the Principal in addition to the Producer's own security staff.
13. Filming of commercials in schools will not be permitted unless the commercial is being created for a public service announcement or the benefit of FTAA-MT such as a teacher recruitment campaign. Commercials shall be defined as any filming that is for advertising, political or promotional purposes, be it for profit or not-for-profit.
14. Filming or photographing of FTAA-MT students and employees in connection with services provided to the school, such as a training video for use by the school, or for educational or artistic purposes requires the written permission of the Principal in addition to the respective employee or the student's parent or guardian. FTAA-MT students and employees may not be filmed or photographed for a commercial endorsement. Companies and/or individuals hired by FTAA-MT for the purpose of providing film or photographic services must sign a work for hire agreement. (See Exhibit D)

II. PROCEDURES FOR CONSIDERATION OF REQUESTS TO FILM OR PHOTOGRAPH AT SCHOOL FACILITIES BY THE PRESS

- A. All requests from news organizations, producers, and reporters to film at schools for routine news gathering purposes (filming, photographing, or interviewing) must first be made to the Principal. If students are to be filmed, news organizations, producers and reporters must receive student consent forms, signed by the parent or guardian. Student instruction must not be disrupted.
- B. Magazines or documentary programs must follow the procedures set forth in Section I.

INQUIRIES

Inquiries pertaining to this regulation should be addressed to:

Telephone:	Office of Principal	Email:
1+ (845) 341-1935	42 Jason Place	contactus@feitianacademy.org
	Middletown, NY 10940 USA	

(EXHIBIT A)

REQUEST TO FILM OR PHOTOGRAPH AT FTAA FACILITIES

Name of Applicant:

Production Company Name:

Production Company or Applicant Address:

Phone Number: _____ Fax Number: _____

Email

Address: _____

School Facility Requested:

Specific Location(s) in Facility Requested:

Date(s) Requested:

Times Requested from Start to End:

Description and Purpose of Shoot:

Number of People Involved (Separate Talent and Crew):

Type of Equipment Needed:

Return form to Office of the Principal contact.us@feitianacademy.org, fax: 845-977-0481, or
send to 42 Jason Place, Middletown, NY 10940

(EXHIBIT B)

CONSENT TO PHOTOGRAPH, FILM, OR VIDEOTAPE A STUDENT FOR NON-PROFIT USE
(e.g. educational, public service, or health awareness purposes)

Student's Full Name

RELEASE OF LIABILITY

Initial

I hereby agree to be responsible for the conduct and actions of my child and to release Fei Tian Academy of the Arts - Middletown (FTAA-MT) from any claims and demands that may occur during my child's participation in the FTAA-MT and extra-curricular activities held on or outside of the FTAA-MT premises.

Furthermore, I agree to release FTAA-MT and its agents and employees and will hold them harmless from all claims, demands and liabilities whatsoever that may arise from incidents or accidents involving my child and myself while on or outside of the FTAA-MT premises during classes or extra-curricular activities, to the extent allowed by law.

This release form will be valid during the entire duration my child is enrolled at FTAA-MT.

PHOTO RELEASE

Initial

I hereby consent to my child's participation in interviews, the use of quotes, and the taking of photographs, movies, or video during FTAA-MT events, performances, and classes both on and off campus. I understand that these interviews, quotes, photos, movies and/or videos will solely be used by FTAA-MT for nonprofit purposes including the school's publications, advertisements, internet, and all other forms of media. They will not be shared with any individual(s) or organization(s) outside of the school or used for a purpose other than school related business. Neither, I, nor my relatives, heirs, or executors will make a monetary or other claim against FTAA-MT for the use of these interviews, quotes, photograph(s), movies and/or videos.

PERMISSION TO VIEW FILM/VIDEO

Initial

I understand that from time to time FTAA-MT will be showing films and other visual materials to the students, either for educational or entertainment purposes. All films and visual materials shown must be approved my staff.

I hereby give my child permission to view selected curriculum and school appropriate films/videos related to classroom content and subject, or which are shown for entertainment purposes, according to the following ratings:

G	For all ages	<input type="checkbox"/> YES	<input type="checkbox"/> NO
PG	Some material may not be suitable for children	<input type="checkbox"/> YES	<input type="checkbox"/> NO
PG-13	Some material may be inappropriate for children under 13	<input type="checkbox"/> YES	<input type="checkbox"/> NO
R	Restricted, under 17 requires accompanying adult	<input type="checkbox"/> YES	<input type="checkbox"/> NO