

COMMUNITY AND COMMERCIAL USE OF FACILITIES AND GROUNDS - FILMING AND MEDIA PRODUCTIONS

Background

The District makes its facilities and grounds available for filming with the understanding that school programs will not be disrupted and that, in addition to the rental rates, all expenses incurred by the District in renting facilities and grounds will be recovered. All programs are expected to respect and abide by the vision, values and goals of the Board.

Productions undertaken by the news media are not affected by this Administrative Procedure, unless they are feature or documentary length.

Procedures

1. Guiding Principles

- 1.1. User groups renting school facilities and grounds must comply with City of Vancouver fire by-laws and regulations. These include using only fireproofed props, not exceeding seating capacity and keeping exits clear.
- 1.2. Rental fees for the use of District facilities and grounds are reviewed annually and must include short and long-term capital and all operating costs.
- 1.3. All filming and media productions are required to have a rental contract with the District, arranged through the Rentals and Leases Department in consultation with the Principal and other District departments.
- 1.4. School personnel are not to enter into contractual negotiations concerning such productions. Such contracts are to be drafted and agreed to in accordance with the procedures in Administrative Procedure 553 - Community and Commercial Use of Facilities and Grounds.
- 1.5. Disruptions to the instructional program are to be kept to a minimum. The use of school facilities and grounds for filming and media productions is not encouraged during school hours unless deemed appropriate by the Principal.
- 1.6. Location personnel may go to schools to take preliminary still shots. They must identify themselves at the school office and receive permission from the Principal to view specific areas.
- 1.7. The responsibility for the recruitment of production personnel (talent and extras) is the exclusive obligation of the producer. The same applies to site selection. District employees are not to engage in the recruitment process (of either staff or students) or in the initial selection of locations.

2. Approvals

When a site is selected, a letter of intent, the script, and a certificate of insurance for an amount established by the District, must be sent to the Rentals and Leases Department.

- 2.1. The script must first be approved by the Director of Communications and then permission received from the Principal to film in designated areas.
- 2.2. Subsequent to receipt of approvals, a contract will be drawn up to be signed.
- 2.3. The total rental charge, in accordance with current rental rates, as well as a deposit to cover the estimated out-of-pocket expenses to be incurred by the District in servicing the rental, must be paid before filming commences.
- 2.4. A total accounting of costs will be done after filming and a reimbursement or invoice for additional costs will then be issued.

3. Inclusion of Students

- 3.1. On occasion, District students may have an opportunity to become involved in productions filmed at a District location. If this opportunity does arise, the Principal and the Associate Superintendent will meet to discuss the appropriateness of the production to the students' learning experience.
- 3.2. A film or media production involving students is considered appropriate when it reflects the values of the District. It is expected that the Principal follows the above definition of appropriateness when considering a filming project.
- 3.3. Students are not permitted to take part in fund-raising activities that disrupt their educational program; therefore, filming during school hours exclusively for fund-raising purposes is prohibited.
 - 3.3.1. Parent Approval – Individual permission from parents, through a school release/waiver form, will be obtained for students hired for filming during normal school hours (these provisions apply only if the students are taking part in productions that are sited at a District school). Forms will be obtained after a parent information meeting which reviews the script and role of students within a media production.
 - 3.3.2. Payment of Students – When students are hired by a production company to take part in productions scheduled to occur before or after normal school hours, arrangements for compensation are to be made exclusively between the parties concerned (i.e. the students, their parents, and the production company).
 - 3.3.2.1. In the event that students are retained for such work during normal school hours, (i.e. as part of a drama class where such experience is pertinent to learning), any resulting compensation will be provided to the school at which the students are enrolled.

4. Safety and Liability

- 4.1. The film company will be required as part of their rental contract with the District to comply with all necessary safety regulations while on school property, including those of the District, the City of Vancouver, the Workers' Compensation Board, and any others deemed applicable.
- 4.2. The production company must obtain liability insurance, for an amount established by the District, and provide a certificate of insurance to the Rentals and Leases Department with their application.

5. Alterations

- 5.1. With prior approval of the District, the film company may make changes to buildings or grounds (e.g. painting), but all changes must be pre-approved and restored by District maintenance staff. Hook-ups into facility electrical panel boxes must be done by District electrical staff.

Reference: Sections 22, 23, 65, 85 School Act
Liquor Control and Licensing Act
Tobacco Control Act
Trespass to Property Act
Workers' Compensation Act
Disposal of Land or Improvements Order M193/08
School Opening and Closure Order M194/08

Adopted: December 7, 1987

Revised: September 1994; January 1999; January 2003; September 24, 2018