



FACILITIES USE & EVENT SERVICES
 Santa Rosa Junior College
 1501 Mendocino Avenue, Santa Rosa, CA 95401
 (707) 535-3776
 E-mail: districtfacilitiesuse@santarosa.edu

FILM PERMIT APPLICATION FORM

For District Use Only:

Permit # _____

Film Production Company: _____

Mailing Address: _____

City/State/Zip: _____

Phone: _____

On-Site Contact: _____

Producer (if different): _____

Production Type:
 _____ Still _____ Film _____ Video _____ Multimedia _____ Other _____

Production Start/End Dates: _____

Attach detailed production schedule.

Insurance Provider: _____

Policy Number: _____

Total # of People on Site: _____

Identify vehicles and their location to be used during filming. Include type, size & quantity:

Lighting Requirements and Generators (include type, size & quantity):

Sanitation & Location Facilities:

Summarize sets and structures to be erected: (*Attach sketches*):

Summarize any special effects planned: (i.e. car crash/other stunts, chases, explosions, shootings, pyrotechnics, helicopter, animals.)

Summarize any assistance you may need from individual jurisdiction(s):

Please sign and return. By signing, Applicant acknowledges that he/she has read and agrees to all provisions detailed herein (pages 1-7). If approved by the Sonoma County Junior College District, a copy of this application will be returned to the Applicant with an authorized signature and permit number.

For the Applicant:

Signature

Printed Name

Title

Date

For the District

Signature

Printed Name

Title

Date

Application Deadlines

A completed use of facilities application and filming addendum must be submitted to the Sonoma County Junior College District a minimum of thirty (30) days before date of event. As much lead time as possible is appreciated and recommended to aid in completing your application, as film permitting is only a small portion of the duties of the SRJC Community Education office.

Term

In the event producer cancels the use of the Property for any reason, including weather conditions, the date may be renegotiated by mutual written agreement of both parties. Sonoma County Junior College District may cancel or modify the conditions under which the use is allowed if, in the opinion of the representative of the Sonoma County Junior College District, the use may cause damage to the property. In the event Applicant needs additional time to complete the filming, such time may be granted at the sole discretion of the representative of the Sonoma County Junior College District.

Smoking

Smoking is not permitted inside any Sonoma County Junior College District facilities and is allowed only in designated outside areas.

Association

Applicant shall ensure that the film does not create or imply any association with Sonoma County Junior College District without the express written permission of Sonoma County Junior College District.

Fees and Conditions

Additional charges, if any, may be billed after filming is completed and will be due upon receipt of invoice. Applicant shall reimburse Sonoma County Junior College District for staff time connected with the filming, or arising from damage caused by Applicant.

District property shall not be removed, defaced, or altered in any way unless the Sonoma County Junior College District has granted specific authorization in this permit.

Security Deposit

Applicant must deposit with Sonoma County Junior College District a sum equal to 50% (fifty percent) of the estimated fees for use as a security deposit for the faithful performance of Applicant's obligations hereunder, including the obligation to pay all fees for the use of the property and to perform all obligations of this agreement without damage to the property or liability to Sonoma County Junior College District. Sonoma County Junior College District shall apply the security deposit to final permit fees.

Liability and Insurance Requirements

- a. Applicant shall procure and maintain in full force and effect during the term of the approved permits a policy of insurance from an insurance company licensed to do business in California. The policy shall name the Sonoma County Junior College District, its officers, employees and agents as co-insured.
- b. A copy of the certificate insurance along with all necessary endorsements must be filed with the Sonoma County Junior College District in advance of the issuance of the permit.
- c.) Applicant shall be liable for all claims of personal injury or property damage arising out of or related to its use of Sonoma County Junior College District and assumes full financial responsibility for damage to or loss of objects or property owned by or on loan to Sonoma County Junior College District.

Liability and Insurance Requirements (con't)

d.) Applicant shall maintain a policy of comprehensive public liability insurance against claims for personal injury and property damage caused by or arising out of Applicant's use of District Property, with minimum limits of One Million Dollars (\$1,000,000) per occurrence and a policy of Third Party Property Damage liability with minimum limits of One Million Dollars (\$1,000,000). Prior to entering District Property, Applicant shall furnish Sonoma County Junior College District with a certificate of insurance certifying that the insurance coverage required by this agreement is in full force and effect for the term of this agreement.

e.) Sonoma County Junior College District shall not be liable for loss of objects or property belonging to Applicant, his/her subcontractors, agents, employees, assigns or invitees and for any injury to any person occurring during or attributable to Applicant's use of the property. Applicant expressly releases Sonoma County Junior College District from any such loss.

Indemnification/Hold Harmless Requirements

Applicant agrees to indemnify, defend and hold harmless the Sonoma County Junior College District where filming occurs, the Sonoma County Junior College District's officers, agents, employees, from all actions, suits, claims, damages, losses, and liability of any kind whatsoever, including attorney's fees for any injury to, or death of, persons, or damage to property, including Sonoma County Junior College District property, which arise in any connection with the filming activity for which this film permit is issued, which are caused by, in whole or in part, the Applicant, its officers, employees, agents, or any person(s) acting with the knowledge or consent, express or implied, of the Applicant, regardless of whether any act, omission, or negligence active, passive, or concurrent of the Sonoma County Junior College District or its officers or employees contributed thereto.

Private Property Right-of-Entry/Use Permission Forms

Applicants must obtain written permission from all affected to enter and/or use their property. Evidence that permission(s) have been obtained must be submitted with the applications packet.

Personnel

Applicant shall control and is responsible for all acts of any person which Applicant authorizes or allows on the property.

Applicant shall be responsible for the health and safety of his/her own workers.

Clean and Restore Condition

Applicant, at his/her own expense, shall clean the property, removing all refuse and litter and remove all equipment from the affected buildings and grounds of the property immediately upon the completion of the photography and shall immediately repair to the satisfaction of Sonoma County Junior College District any damage to the buildings, grounds, vegetation or other property attributable to the filming. All Sonoma County Junior College District property shall be cleaned and restored to the same condition or better as existed prior to filming activity. Applicant must agree to reimburse the Sonoma County Junior College District for any costs incurred to repair or replace Sonoma County Junior College District property damaged as a result of filming activity.

Special Effects

Applicant shall obtain written permission from Sonoma County Junior College District prior to using any special effects, including, but not limited to, use of fire, smoke, water, explosions, breaking glass, bullhorns, sirens, gunfire, or other noise-creating or hazardous devices or other substances.

Applicant shall not allow or bring animals on the property without the prior written permission of Sonoma County Junior College District. Sonoma County Junior College District's grant of permission to Applicant for use of special effects or animals shall not relieve Applicant of his/her obligations to protect, safeguard and restore District Property.

Equipment and Utilities

Applicant shall not place, operate, or locate any equipment in a manner which may cause damage to the buildings, grounds, landscaping, roads or any other part of the property. The representative of Sonoma County Junior College District may prohibit any placement or use of equipment or any other activity that may cause damage to the property.

Applicant shall provide all necessary personnel, equipment, and facilities for photography, including, but not limited to, a source of electric power sufficient to meet the needs of any sound, light, case, crew, and equipment.

Applicant shall pay direct costs for any District utilities used during the filming.

If lighting is used, a detailed list of the number of lights to be used and wattage of each bulb is required prior to filming. Use of utilities will be billed after the fact and will be due and payable upon receipt of invoice.

Applicant shall follow requirements of Sonoma County Junior College District. Regardless of any approval of specific use of lighting by Sonoma County Junior College District, Applicant shall be solely and completely responsible for any damage caused by the lighting.

Permit

Copies of approved Use of Facilities Permit and Filming Permit are to be retained on site by individual in charge of filming.

Penalties/Revocation of Film Permit

In the event that the Sonoma County Junior College District finds that the activities being conducted by the applicant unnecessarily endanger the health and safety of any person, will cause damage to real property, or are in violation of terms of filming, the Sonoma County Junior College District shall have the right to cancel and terminate this agreement immediately and without notice.

Sole Agreement

This permit constitutes the agreement between the parties hereto, and no amendment, modification or waiver of any of the terms and conditions hereof shall be valid unless in writing and signed by the parties.

Assignment

Producer shall not assign this agreement without prior written permission of the Sonoma County Junior College District.

Authority

The parties warrant that they and/or their signing representatives have the full right and authority to execute this agreement.

Filming use shall not prohibit public use of or public access to the Sonoma County Junior College District Property. The filming company must be aware that the public has the right to use District Property to the extent they do not unreasonably interfere with the filming operation.

Applicant shall agree to heed the directives of the on-site District representative at all times. Applicant shall pay for a District on-site representative at the standard hourly rate.

**CODE OF CONDUCT FOR FILMING ON
SONOMA COUNTY JUNIOR COLLEGE DISTRICT PROPERTY**

You are the guests and should treat this location, as well as the public, with courtesy. Please adhere to the following guidelines:

- 1.) Please remain within the boundaries of the property that has been permitted for filming.

- 2.) Cast and crew meals should be confined to area designated in the Use of Facilities Permit. All catering, craft service, construction, strike and personal trash must be removed from location.

- 3.) Removing, trimming, and/or cutting of vegetation or trees is prohibited.

- 4.) All signs erected will be removed upon completion of the use of that location.

- 5.) Please keep all noise levels as low as possible.

- 6.) The cast and crew should not bring pets to the location, unless expressly authorized in advance by the District.

- 7.) All sets and props should be removed upon completion of their use.