

# Screening Committee Guidelines

<b>Request Type: Filming at schools.</b>
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These guidelines accompany policy 1341.1, "Use of School Board Property for Film Production." There are two types of facility use. The first type of use is where the film producer wants to lease the facility during non-school hours to use as a setting or backdrop. The second type is where the producer wants to document current practices in the district for the purpose of creating a documentary or training film. Both types of requests must be reviewed, but the use of the facility can be resolved quicker than the filming of best practices.

In the first instance, the review will result in completion of a facility lease agreement, which, when attached to a certificate of insurance and a statement of non-discrimination, can be sent by the school through normal facility lease agreement approval process.

In the second instance, a discussion about the value to the district of such a project - similar to requests for research- will be held. based on the outcome of that discussion, the approval may or may not be given. Additional approvals will be needed prior to involving any students.

In both instances the following statements/questions are addressed:

1. There must be a review of the script/outline. If filming includes an interview, questions should be reviewed.
2. No recovering addicts may make presentations.
3. Who will own the original? Will the School Board get copies?
4. Will the product be sold? Is there a fee?
5. Is this a program that is already in place in the district? Will it compliment, enhance existing programs?
6. Is this a commercial venture? For Profit?
7. Are the consent forms accurate? Parents must be given the understanding of the film/tape subject matter.
8. Will the committee have enough time to screen this?
9. Will there be any changes, additions, or deletions?
10. Will there be advertising on it, or added to it?
11. A certificate of insurance must be provided.
12. The doctrine of separation of church and state must be followed.

**Please send your request to:**

**Superintendent's Screening Committee  
Community Involvement Department 7<sup>th</sup> Floor  
600 Southeast Third Avenue  
Ft. Lauderdale, FL 33301**