

FILM PRODUCTION AND PHOTOGRAPHY POLICY

It is the policy of Canadian Valley Technology Center to permit, when operations allow and the proposed subject matter or production schedule will not interfere with Center business/operations or negatively impact students, parties to use Center property for filming and/or photography purposes (“production”). All production must be approved in advance by the Assistant Superintendent after the submission of a written request for production. This policy does not apply to taping, filming, or photography by news media or CVTC students.

At least thirty (30) days prior to production, individuals or entities desiring to use Center property for production purposes (“production company”) must submit a written request to the Assistant Superintendent to use Center for production purposes that includes:

- Name and affiliation of the requesting organization.
- A description of the project.
- If applicable, the name and affiliation of the manufacturer of any product or the provider of any service that will be featured or for which the production is aimed.
- If applicable, a description of the product or service that will be featured.
- A copy of the script or storyboard.
- A list of proposed locations.
- Name and contact information for the person who will be responsible for the production.

Restrictions on Production Content

No productions will be allowed that advertise or promote products, services, or programs that are inconsistent with CVTC policy, local ordinances, Oklahoma law, Federal law, or that, in CVTC’s sole determination, could reflect negatively on the Center, its students, employees, or board members.

No productions will be allowed that contain visual images, dialog, or voice over that are inconsistent with CVTC policy, local ordinances, Oklahoma law, Federal law, or that, in CVTC’s sole determination, could reflect negatively on the Center, its students, employees, or board members.

Use of Students and Employees

No CVTC student or employee may be used in a production unless written consent and release of liability is obtained from the student or employee beforehand and a copy provided to CVTC.

Insurance

A certificate of liability insurance, satisfactory to CVTC, must be provided ten (10) working days prior to production. CVTC may require proof of other insurance policies, such as automobile liability and workers’ compensation.

Logistics

No production may interfere with the normal operations and business of the Center. Any taping, filming, photography, or other production can be suspended without notice in the event of an emergency (e.g. fire, bomb threat, disturbance) at or near the production.

Security and/or a CVTC employee may be required to be present at production activities. In such case, the production company will be charged for these services.

No CVTC property can be relocated or otherwise disturbed to accommodate production.

No production may take place in hazardous locations at any time that could cause injury to individuals or CVTC property.

All production equipment must be placed in a manner that does not create safety hazards.

Any damage to CVTC property caused by production activities shall be paid for by the production company.

The production will not use CVTC's name, logos, symbols, or marks without prior written consent and filming/shoots will be limited to the locations identified in the Agreement for Filming, Videotaping, and Still Photography.

No production activity can begin until an Agreement for Filming, Videotaping and Still Photography has been approved and executed by the production company and the CVTC Board of Education.

Production company must obtain all permits and/or certifications necessary for production, including fire and environmental permits, and must comply with local, State, and Federal law.

All policies and procedures are applicable to production unless an exemption is requested by production company and approved by the Board of Education in writing.

CVTC has the right to reject any and all material prior to the commencement of filming/photography and to terminate filming / photography at any time should, in CVTC's sole discretion, CVTC determines the production activities could be damaging to CVTC, interfere with CVTC's operations or business, or are inconsistent with the goals, policy, and mission of CVTC.