



# Regulation of the Chancellor

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Category: **STUDENTS**

Number: **A-640**

Subject: **FILMING AT SCHOOL FACILITIES**

Issued: 10/26/98

## **Summary of Changes**

**This regulation establishes procedures for consideration of requests from producers of feature films, commercials, news magazine programs or documentary news, to film, photograph, or otherwise record images or voices in schools, school playgrounds or other Board of Education property.**

**There are no changes in this regulation.**



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## **ABSTRACT**

All requests from producers of feature films, and commercials, news magazine programs, or documentary news, to film, photograph, or otherwise record images or voices in schools, on school playgrounds, or other Board of Education property must be referred to the Division of Public Affairs. The Division of Public Affairs is the only office with authority to grant or deny such requests.

The filming of for profit commercials is strictly prohibited.

The Division of Public Affairs will consult with appropriate Superintendents, Executive Directors and Principals before permission is granted to film feature productions.

## **1. Procedures for Consideration of Requests from Filmmakers to Film at School Facilities**

- 1.1 All requests to film at schools or other school system facilities must be made in writing to the Division of Public Affairs prior to requesting Superintendent(s) and Principal(s) permission.
- 1.2 The Division of Public Affairs may consult with the Mayor's Office for Motion Pictures and Television concerning the quality and reputation of the filmmaker.
- 1.3 A written summary of film story shall be submitted by the producer or filmmaker. If the story deals primarily and predominately with New York City Public Schools, the Division of Public Affairs reserves the right to review the final shooting script. Any filming deemed inimical to the goals and policies of the New York City Board of Education will be refused permission for filming. In doubtful cases, the Division will consult with the Chancellor, who may consult the New York City Board of Education.
- 1.4 The Division of Public Affairs will consult with the Superintendent, the Principal, or the appropriate Executive Director at central headquarters in reviewing the request for filming at school facilities.



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- 1.5 Student instruction shall not be impeded by any filming in school facilities. Every effort must be made to limit filming to days and hours when classes and testing periods are not in session
- 1.6 Filming in school facilities during school hours will be permitted only with the approval of the Superintendent and the Principal, who may consult with the staff and parents association in the consideration of such approval.
- 1.7 Where more than one school facility is needed for the filming of 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 Board of Education location.
- 1.8 There will be no identification of the school used in the filming unless explicit written permission of the Chancellor is obtained, by the filmmaker, prior to filming. This permission will be granted only in rare and unique cases.
- 1.9 No Board of Education employees or students may be used in a film except with the express written permission of the Principal, the Board of Education employee, the student's parent or guardian, and with appropriate payment for services relative to industry standards.
- 1.10 The filming 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.
- 1.11 Filmmakers must obtain the necessary permit from the custodian of the facility 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 and film student ventures. In addition, filmmakers 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 Division of Public Affairs in consultation with the Superintendent and Principal. Each permit is valid only for the original period for which it is granted.



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- 1.12 Filmmakers must include the Board of Education and the City of New York as an additional insured party in a comprehensive general liability insurance policy for a minimum of \$1,000,000. In particular cases an additional amount may be required, where recommended by the Office of Legal Services.
- 1.13 A written agreement specifying the conditions stated above must be signed by representatives of the filmmakers and the Division of Public Affairs in advance of filming.
- 1.14 Filming of commercials in schools will not be permitted unless the commercial is being created for the public school system. Commercials shall be defined as any filming that is for advertising, political or promotional purposes, be it for profit or not-for-profit.
- 1.15 All requests from news organizations, producers and reporters to film at schools for routine news gathering purposes must be made to the Superintendent, the Principal or the Division of Public Affairs. News organizations, producers and reporters may do routine filming, photographing, or interviewing in a school with the permission of the appropriate Superintendent and Principal, provided proper student release forms, signed by the parent or guardian are obtained and instruction is not disrupted.

## 2. **Inquiries**

Inquiries pertaining to this regulation should be addressed to:

Telephone  
**(718) 935-4330**

***Division of Public Affairs***  
110 Livingston Street - Room 118  
Brooklyn, New York 11201

Fax  
**(718) 935-2793**