



Atlanta Public Schools Facilities Services Property Management Department



ATLANTA
PUBLIC
SCHOOLS

Process: School Facilities usage for Movie Productions

1. A location manager will request permission to scout potential sites for the filming of a movie, video, or commercial from the Property Manager's office.
2. A copy of the script must be submitted to the Department of Communications and Department of Instruction for approval. This should be submitted at the time the production company request permission to scout several properties.
3. The Property Manager will confer with the school principal/ building administrator and the Executive Director whether the requested dates can be accommodated. No filming will be permitted during school hours.
4. The production company will be required to utilize the APS Location Agreement template for the production.
5. Upon approval from the Department of Communications and Department of Instruction a "Permit for Use of School Buildings for Non-School Functions/Activities" must be completed by organization. The organization is also responsible for providing proof of liability insurance in the amount of \$1 million, with Atlanta Public Schools as additionally insured. The completed Use Permit form, copy of liability insurance and rental fee payment are submitted to the Principal for approval by signature. The fee will be negotiated based on length of time and areas of use being requested along with the reimbursement of all staff time required and security costs. A location agreement might also be required by the Production Company.
6. The Executive Director forwards the Use Permit form and certificate of insurance to the Property Management Office for Processing.
 - a. The Property Management Office coordinates with Director of Security and the SRT Maintenance Manager to insure staff support is available to open and close the facility. The Production Company should reach out to the Commander to discuss security needs.
 - b. Copies of the approved Use Permit form are maintained by the Property Management Office, distributed to the organization requesting the use permit, the Maintenance Director, the Principal, Director of Security and Accounting.

Contact Information

Caprice Stokes, Director of Property Management
404-802-3732

caprice.stokes@atlanta.k12.ga.us

Also visit our APS Permit Web Page for this information:

<https://www.atlantapublicschools.us/Page/58846>

Thank you for supporting Atlanta Public Schools!