



Dear Permit Applicant:

The following is information about the **City of Big Bear Lake Filming Permit Application**. Please complete and return the application with a legible map clearly marking the specific location you wish to use. The completed application, application fee, Insurance Certificate(s), Letter(s) of Endorsement, and map must be received in our office before the application can be processed. It is important to list all props to be used, and a detailed description of all your activities. You must list all equipment, stunts, pyrotechnics, explosive devices, drones, helicopters, any aircraft, etc. used in your shoot. The paperwork must be signed by the applicant named on the application.

### **Fire Requirements**

A fire inspection is required for all shoots with a generator. Any shoot with 25 people or larger may require a City of Big Bear Lake stand-by firefighter. Shoots involving pyrotechnics and/or stunts may require additional personnel or equipment pending review. Fees are determined on a case-by-case basis, but the average cost for a fire inspection is around \$75 and a stand-by firefighter is around \$150 for the first four hours (minimum requirement).

### **Insurance Requirements**

**General Liability:** The Production Company shall maintain at all times during the term of the Film Permit one million dollars (\$1,000,000) per occurrence in commercial general liability insurance for bodily injury, personal injury, and property damage. All such policies shall name the City, the City Council, and each member of the City Council and City's other officers, employees and agents as Additional Insureds under such policies.

**Auto Liability:** When deemed necessary by the City, the Production Company shall maintain one million dollars (\$1,000,000) per occurrence in automobile liability insurance for bodily injury and property damage including coverage for owned, non-owned, and hired vehicles in a form and with insurance companies acceptable to the City.

All policies shall contain a provision stating that the Production Company policies are PRIMARY insurance and that insurance of the City or any named Additional Insureds will not be called upon to contribute to any loss.

All insurance policies are to be placed with Insurers with a current A.M. Best rating of no less than an "A" policyholder rating and a financial rating of not less than Class VIII. All Insurers shall be licensed by the State of California to issue insurance in the State of California.

You must provide *proof of liability insurance and a Letter of Endorsement* (ISO form #CG-20-12-07-98 or equivalent) naming the City of Big Bear Lake, its officers, agents, employees and volunteers as additionally insured in the amount of \$1 million. The Insurance Certificate and Letter of Endorsement must read verbatim:

**City of Big Bear Lake, 39707 Big Bear Blvd., P.O. Box 10000, Big Bear Lake, CA 92315 and its officers, City Council, agents, employees and/or volunteers are named additional insureds with respect to liabilities arising out of the performance of services hereunder.**

**Aircraft Insurance:** In the event of the use of airplanes or helicopters, an additional Aircraft Liability Insurance Certificate and Letter of Endorsement is required in the amount of \$10 million, using the same verbiage above. FAA approval, in writing, is also required.

**Drone Insurance:** In the event of the use UAS/Drones, an additional UAS/ Aircraft Liability Insurance Certificate and Letter of Endorsement is required in the amount of \$2 million, using the same verbiage above. Also required will be: Copy of FAA Drone Pilot License, Copy of FAA Drone Registration Card, a POA (Plan of Activities) with map showing the flight area. NOTE: Most of the City is within the flight path of the Big Bear Lake airport. All drone flights must be cleared by them in writing.

**Workers compensation Insurance:** Proof of workers compensation insurance is required.

Please email a copy of the Certificate(s), along with the Letter(s) of Endorsement, to [bbl@iefilmpermits.com](mailto:bbl@iefilmpermits.com) for review. If you have any questions, please call (909) 460-8100, x101.

Basic Film Permit Processing Fee:

Motion Permit Fee:           **\$177.58** per application

Stills Permit Fee:           **\$120.10** per application

IEFS Service Fee:           **\$230** per application

These fees are *non-refundable* and is charged to cover the processing of the permit. Payment is required before the permit will be processed. Checks, credit cards and ACH are accepted (credit cards & ACH will be subject to a 3.1% convenience fee). A variable fuel surcharge is assessed on a case-by-case basis. Consult your permit technician for details. Fees are subject to change without notice.

A site monitor may be assigned on a case-by-case basis. A neighborhood notification may be required on a case-by-case basis. Any filming outside of 7:00am - 10:00pm will require a neighborhood sign-off of 70% for approval. All site monitors, notifications and sign-offs must be performed by a third party who has been vetted by the Film Commission or by the Film Commission itself. Fees for Site Monitors, notifications and sign-offs varies based on location, activity, sensitive nature of the location and vendor providing these services. Contact your permit coordinator for more information.

**In order to process the application in a timely manner, the application, Certificate(s) of Insurance, a map of your filming location(s), and payment must be received 4-5 business days prior to filming. Please contact our office once a location has been chosen to determine the availability of the location. All reservations are tentative until we receive the processing fee for the application and the paperwork. If you have any other questions, please contact the Film Office (Inland Empire Film Services) at (909) 460-8100, x101 - [bbl@iefilmpermits.com](mailto:bbl@iefilmpermits.com)**



## City of Big Bear Lake Photography and Motion Picture Permit Application

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### **Code of Professional Responsibility**

The City of Big Bear Lake Film Office requests all production companies to adhere to the following guidelines:

1. When filming in a neighborhood or business district, proper notification is to be provided to each merchant or neighbor who is directly affected by the company (this includes parking, base camps, and meal areas). The notice should include the production company's name, company contact and phone number, dates and hours of filming, and type of filming activity.
2. Production vehicles arriving on location in or near a residential neighborhood should not enter the area before the time stipulated in the permit and park one by one, turning off engines as soon as possible. Cast and crew should observe designated parking areas.
3. Do not trespass onto neighbor's or merchant's property. Please remain within the boundaries of the property that has been permitted for filming.
4. Moving or towing of the public's vehicles is prohibited without the express permission of the municipal jurisdiction or the owner.
5. Cast and crew meals should be confined to the area designated in the location agreement or permit.
6. All catering, craft services, construction, strike and personal trash is to be removed from the location.
7. Removing, trimming and/or cutting of vegetation or trees is prohibited unless approved by the permit authority or property owner.
8. All signs erected or removed for filming purposes will be removed or replaced upon completion of the use of that location unless otherwise stipulated by the location agreement or permit.
9. Please keep noise levels as low as possible
10. Observe designated smoking areas and always extinguish cigarettes in butt cans.
11. The cast and crew should not bring pets to the location unless authorized in advance by the permit authority or property owner.
12. All sets and props should be removed upon completion of their use.



# City of Big Bear Lake Photography and Motion Picture Permit Application

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## **Temporary Use Sign Guidelines**

Temporary use and special event signs shall be allowed for annual civic, patriotic, recreational, or visitor oriented events of general public interest.

Signs for special events shall not exceed six (6) per event and may be located on or off site, with proof of property owner permission provided such number and size minimize overall sign clutter and are necessary to adequately inform or direct the public to the event.

Signs may be freestanding or A-frame and should not exceed nine (9) square feet. Signs shall be professional quality. Day-glow colors are strictly prohibited.

Signs for temporary use may be displayed only during the duration of the temporary use.

### **PROHIBITED SIGNS**

- A. Alternating, rotating or flashing signs or parts thereof.
- B. Signs attached to or painted on natural features such as trees, shrubs or rocks.
- C. Signs located within with public right-of-way.
- D. Signs supported to or attached to any utility pole, street sign, snow pole, traffic post, traffic signal, or any similar device.
- E. Signs which conflict with any traffic control device.
- F. Signs which impair public safety.
- G. Sound emitting signs.
- H. Stringed pendant flags and streamers
- I. Signs that use a vehicle for support.

Prohibited signs will be immediately removed by City Code Enforcement Officers.



# City of Big Bear Lake Photography and Motion Picture Permit Application

**Date of Application:** \_\_\_\_\_ **Project Title:** \_\_\_\_\_  
**Company:** \_\_\_\_\_ **Location Manager:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **Telephone Number(s):** \_\_\_\_\_  
\_\_\_\_\_ **Production Manager:** \_\_\_\_\_  
**Telephone Number:** \_\_\_\_\_ **Telephone Number(s):** \_\_\_\_\_  
**Fax Number:** \_\_\_\_\_ **Producer:** \_\_\_\_\_  
**Email Address:** \_\_\_\_\_

**Production Type:**     Still Photography     Commercial     TV-Movie     TV Episode  
 Feature Film     Music Video     Documentary     Industrial     Other: \_\_\_\_\_

**Total Personnel:** \_\_\_\_\_ **Total Number of Vehicles/Equipment:** \_\_\_\_\_ **Total Number of Days:** \_\_\_\_\_

**Equipment Detail:** Please supply total number of each of the following items to be used at the filming location(s).

Generators: \_\_\_\_\_ Large Trucks: \_\_\_\_\_ Motorhomes: \_\_\_\_\_ Vans: \_\_\_\_\_  
Trailers: \_\_\_\_\_ Picture Vehicles: \_\_\_\_\_ Cast/Crew Cars: \_\_\_\_\_

**Description of Filming Activity:** Please provide specifics about your shoot, describing the scenes to be shot at each location and any use of animals, stunts, pyrotechnics, hazardous materials, etc. Please include and indicate prep and strike days. Attach additional sheets if necessary.

Date	Hours	Location	Ent./Ext.	Activity

**Proposed Parking/Staging Arrangements:** \_\_\_\_\_

**Proposed Security Services:** \_\_\_\_\_

**Proposed First-Aid Services:** \_\_\_\_\_

**Proposed Trash Collections and Disposal:** \_\_\_\_\_

**Proposed Restroom Facilities:** \_\_\_\_\_

**Traffic:** If your shoot is planned on City street(s) and/or property, please submit a site plan showing proposed location(s) of cast, crew, vehicles and the route to be traveled on the street(s).

Site plan attached     Site plan will be submitted by time \_\_\_\_\_ and date \_\_\_\_\_.

**Stunts/Special Effects:** please provide detailed information about any stunts or special effects planned:

**Pyrotechnics:** please provide detailed information about any pyrotechnics planned: \_\_\_\_\_

**Pyrotechnician:** \_\_\_\_\_ **License #:** \_\_\_\_\_ **Telephone Number:** \_\_\_\_\_

**Aerial Stunts/Aircraft Use:** please provide detailed information about any aerial stunts or aircraft use planned:



# City of Big Bear Lake

## Photography and Motion Picture Permit Application

**Insurance:** Before a permit is issued, a certificate of insurance naming the City of Big Bear Lake as additionally insured must be submitted. The Insurance Certificate must be issued by insurance underwriters "admitted" by the California Insurance Commission and rated 'A' by Best's Key rating Guide. Requirements include: Minimum of \$1,000,000 general liability, proof of workers compensation and \$10,000,000 Aircraft liability when applicable. Other activities may require additional insurance coverage.

Insurance Certificate attached       Insurance Certificate will be submitted by time \_\_\_\_\_ and date \_\_\_\_\_

**Insurance Company:** \_\_\_\_\_ **Expiration Date:** \_\_\_\_\_

**For Office Use Only**

**Permit Number Granted:** \_\_\_\_\_ **Dates Effective:** \_\_\_\_\_

**Special Approval/Permits Required:**

- No Special Approvals/Permits Required
- Standby Fire Required
- Police Required
- FAA Approval
- Property Owner Permission
- Homeowner/Merchant Association Permission
- Other: \_\_\_\_\_

**Attachments:** \_\_\_\_\_

**Provisions:** \_\_\_\_\_

**Fees and Charges Collect:** Fees collected in advance are estimates. An adjusted bill may be required at completion of the project.

Fire Department	Sheriff	Public Works	Permit Fee	Other

**Total Fees Collected in Advance:** \_\_\_\_\_ **Date Paid:** \_\_\_\_\_

**How Paid:** \_\_\_\_\_ **Receipt Number:** \_\_\_\_\_

**Fees Owed at Completion of Project:** \_\_\_\_\_ **Overpayment to be Refunded:** \_\_\_\_\_

**GENERAL TERMS, CONDITIONS, AND RESTRICTIONS**

**AUTHORITY** This permit is issued by the authority of the City of Big Bear Lake, for the purpose of photographing, filming, or videotaping in the City of Big Bear Lake in accordance with Ordinance No. 92-212. This permit does not constitute or grant permission to use or occupy property not belonging to, or under the control of, the City of Big Bear Lake. Permission to use or occupy these properties must be obtained from the owner or controller of such property in addition to this permit. Proof of such permission may be required prior to issuance of a permit by completing an Addendum form. **PERMIT REQUIREMENT** This permit must be in the possession of the applicant at all times while on location and must be made available for inspection when requested by City authorities or the public. Use of this permit implies agreement on the part of the holder to comply with the terms and conditions of the permit. **COMPLIANCE WITH LAWS** Permittee agrees to comply with all federal, state, and local laws, regulations, ordinances, and rules. Vehicle code provisions and/or posted parking regulations will be enforced unless noted otherwise in this permit. The Filming Fire and Life Safety Inspection Check List will be strictly enforced. **INSURANCE** Prior to beginning operations under this permit, Permittee must submit evidence of general liability insurance. The amount and type of such insurance shall be that required by the City of Big Bear Lake at the time this permit is issued, unless a different amount and type of insurance is specified in the permit. If Permittee uses or operates licensed motor vehicles pursuant to this permit, automobile liability insurance is required as well. **INDEMNIFICATION** Except for the active negligence or tortious conduct of the City of Big Bear Lake, Permittee agrees to indemnify, defend and hold harmless the City and any other agencies designated at permit, their agents, officers, employees, and contractors from and against any and all liability, expense, including defense costs and legal fees and claims for damages of any nature. Such claims may include, but shall not be limited to, those alleging bodily injury, personal injury, or property damage arising from the operators, acts, or omissions of employees hereunder. Permittee further agrees to indemnify, defend, and hold harmless the City and any other named permitors from any and all worker' compensation suits, liability, or expense arising from or connected with any services for or on behalf of Permittee by any person pursuant to this permit. **WORKER'S COMPENSATION** By signing below, Permittee agrees to conform to all applicable Federal and State requirements for Worker's Compensation insurance for all persons operating under this permit. **ASSIGNMENT** This permit shall not be assigned by the Permittee without the written consent of the City. **CONSIDERATION** Permittee shall pay, prior to the issuance of a permit or rider thereto, all fees and deposits required. Service charges and use fees listed on this form are estimates. Actual charges, computed at the completion of filming, may be less or exceed these estimates. Permittee agrees to pay any additional charges which may accrue incidental to any use or service provided to the Permittee within 10 days after receipt of any invoice for such use or services. Overpayments will be refunded. **CREDIT** The City of Big Bear Lake expects film credit, unless otherwise determined by an authorized representative of the City of Big Bear Lake. **AUTHORITY TO REVOKE OR CANCEL** In the event that an authorized representative of the City finds that the activities being conducted by the Permittee unnecessarily endanger the health or safety of any person or that said activities are or will cause damage to real or personal property, said representative, at his sole direction may suspend, cancel, or amend this permit. The City reserves the right to suspend, cancel, or amend this permit at any time without incurring any liability to the Permittee. **RIDERS** Additional documents known as "riders" may, on occasion, be issued to alter or amend an original permit. Except as amended by the riders, all other terms, conditions, and provisions of the original permit remain in effect. When executed, a rider becomes part of and must be attached to the original permit. **ADDITIONAL TERMS APPLICABLE TO FILMING ON CITY OWNED PROPERTY** Permittee shall be subject to the control and instructions of the City representative(s) assigned to the Permittee in order to avoid any interference with the operations of the City's facilities or property. Permittee acknowledges that its use of City facilities for purposes of the permit is at its own risk and expressly waives any right to make or prosecute claims or demands against the City for any loss, injury, or damage which Permittee may sustain by virtue of the exercise of the permission granted or by reason of any defect, deficiency, or impairment which may occur from time to time from any cause of the utilities or other services furnished or for any loss resulting from fire, water, tornado, civil commotion, riot, landslide, windstorm, earthquake or acts of God. On or before the date of the expiration of this permit, the Permittee shall remove from said properties all location sets, structures, rubbish and unsightly matter placed on the property by the Permittee unless the City agrees that this may be done at a later time. In the event Permittee fails to do so, the City may cause the same to be done and Permittee agrees to pay the City any cost incurred. Permittee agrees to pay the City for damage to City property resulting from the operations undertaken by Permittee. By issuance of this permit, the City does not imply that use by Permittee shall be exclusive. We hereby accept this permit and agree to abide by all the terms and conditions thereof.

<p><b>Permittee:</b></p> <p>_____ <i>Company</i></p> <p>_____ <i>Representative</i></p> <p>_____ <i>Date</i></p>	<p style="text-align: right;"><b>City of Big Bear Lake:</b></p> <p style="text-align: right;">_____ <i>Representative</i></p> <p style="text-align: right;">_____ <i>Date</i></p>
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Who hereby covenants, guarantees, and warrants that he/she has the power to obligate the Permittee to the terms and conditions of this permit.



# City of Big Bear Lake Photography and Motion Picture Permit Application

## Addendum -1

If you are shooting on private property, either "A" or "B" below must be completed and signed.

A. PROPERTY OWNER

I, \_\_\_\_\_ hereby certify under penalty of perjury that I am the legal owner of the property located at \_\_\_\_\_ and that I consent to the photographic recordings occurring on said property on \_\_\_\_\_.

_____ Signature	_____ Date
_____ Mailing Address	
_____ Telephone Number	

A. LEGAL REPRESENTATIVE

I, \_\_\_\_\_, \_\_\_\_\_, of \_\_\_\_\_ hereby certify that \_\_\_\_\_ is the owner's legal agent for the property located at \_\_\_\_\_ and that \_\_\_\_\_ consents to the photographic recordings occurring on said property on \_\_\_\_\_.

_____ Signature	_____ Date
_____ Mailing Address	
_____ Telephone Number	





# City of Big Bear Lake Photography and Motion Picture Permit Application

Permit #: \_\_\_\_\_

City of Big Bear Lake  
**ROAD APPLICATION**  
PO Box 10000  
Big Bear Lake, CA 92315

Fee #: \_\_\_\_\_

## APPLICATION FOR FILMING PERMIT

PLEASE PRINT

Name of Permittee/Production Company: \_\_\_\_\_ Dates(s) of Activity: \_\_\_\_\_

Address: \_\_\_\_\_ Activity Start Time: \_\_\_\_\_ Activity End Time: \_\_\_\_\_

Authorized Signature of Permittee/Production Company: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone Number(s): \_\_\_\_\_

Date and Time Submitted: \_\_\_\_\_

PLEASE INDICATE WHICH CITY STREET(S) YOU WILL UTILIZE DURING THE EVENT (INCLUDE A MAP SHOWING YOUR LOCATION): \_\_\_\_\_

PLEASE INDICATE SPECIFIC ACTIVITIES TO BE PERFORMED: \_\_\_\_\_

*PRIOR TO ISSUANCE OF PERMIT, A CERTIFICATE OF INSURANCE AND LETTER OF ENDORSEMENT MUST BE EMAILED OR FAXED TO THE CITY CLERK'S OFFICE, SHOWING COVERAGE OF AT LEAST \$1,000,000 GENERAL LIABILITY INSURANCE (THE ORIGINAL MUST BE MAILED THE NEXT WORKING DAY TO THE CITY OF BIG BEAR LAKE). THE CERTIFICATE OF INSURANCE AND LETTER OF ENDORSEMENT MUST LIST THE CITY OF BIG BEAR LAKE AS ADDITIONALLY INSURED.*

*PERMITTEE AGREES TO INDEMNIFY THE CITY, ITS OFFICERS, AGENTS AND EMPLOYEES AGAINST AND HOLD THEM HARMLESS OF AND FROM ALL CLAIMS AND LIABILITIES OF ANY KIND ARISING OUT OF, IN CONNECTION WITH OR RESULTING FROM NEGLIGENCE ON PART OF PERMITTEE, ITS OFFICERS, AGENTS, CONTRACTORS AND EMPLOYEES IN CONNECTION WITH WORK UNDERTAKEN UNDER THIS PERMIT, AND DEFEND THE CITY AND ITS OFFICERS, COMMISSIONS, AGENTS AND EMPLOYEES FROM ANY SUITS OR ACTIONS AT LAW OR IN EQUITY FOR DAMAGES, AND PAYALL COURT COSTS AND COUNSEL FEES.*

Will this event require any of the following?

YES  NO | Pyrotechnics, explosives, stunts, etc.? (If yes, please list below & must be signed off below by Sheriff & Fire)

YES  NO | ITCs or street closures? (If yes, a traffic plan may be required.)

Officers needed per Sheriff Recommendation: \_\_\_\_\_ Traffic Control Devices needed per Sheriff Recommendation: \_\_\_\_\_

<b>AUTHORIZED COUNTY SHERIFFS AUTHORITY</b>	OFFICER IN CHARGE OF FILMING ACTIVITY (please print)	
_____	_____	
AUTHORIZED SIGNATURE	PHONE NUMBER	FAX NUMBER
<b>AUTHORIZED CITY FIRE AUTHORITY (If applicable)</b>	OFFICER IN CHARGE OF FILMING ACTIVITY (please print)	
_____	_____	
AUTHORIZED SIGNATURE	PHONE NUMBER	FAX NUMBER





**CITY OF BIG BEAR LAKE  
ANIMAL STIPULATIONS FOR COMMERCIAL FILMING**

1. Animals not endemic to the area shall be under the control of **qualified handlers at all times**. Animals shall **NOT** be allowed to feed on natural vegetation.
  
2. Permittee is responsible for providing appropriate feed and water for the animals. Plant eating animals shall be fed non-germinating pellets or certified weed-free hay for two days prior to filming **AND** during filming on-location within the City of Big Bear Lake. When not in use, animals will be corralled either by the use of a free standing fenced corral, being tied to a parked vehicle, or housed within a trailer in a parking area or road.
  
3. All animal “waste” shall be removed from the land on a daily basis. Transmission of diseases from domestic animals to wildlife will be avoided through appropriate action (vaccines, avoidance of contact, etc).

Permittee acknowledges, by signing below, that he/she knows, understands and accepts the terms and conditions under which this permit is issued.

\_\_\_\_\_  
Permittee Signature

\_\_\_\_\_  
Animal Wrangler Signature

\_\_\_\_\_  
Permittee Name (please print)

\_\_\_\_\_  
Animal Wrangler Name (please print)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Phone number

\_\_\_\_\_  
Date

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Phone number

\_\_\_\_\_  
Date

**BEAR VALLEY UNIFIED SCHOOL DISTRICT**  
**P.O. Box 1529, Big Bear Lake, California 92315**  
**APPLICATION FOR USE OF SCHOOL FACILITIES**

Request is hereby made by the undersigned for the use of the following school facilities on the date(s) set forth (this is to include practices as well as scheduled events):

<u>FACILITY</u>	<u>DATE(S)</u>	<u>HOURS</u>
_____	_____	From: _____ To: _____
_____	_____	From: _____ To: _____
_____	_____	From: _____ To: _____

Nature of Use: \_\_\_\_\_

Name of Speaker: \_\_\_\_\_

An admission charge or collection  will  will not be made.

Expected Attendance: \_\_\_\_\_

The net proceeds will be used for: \_\_\_\_\_

The following equipment will be needed: (If Cafeteria is to be used, please complete the back of this form.)

**NO SMOKING POLICY**

Bear Valley Unified School District Policy AR 3513.3 states that there will be no smoking at any school facility or on school grounds at any time.

**ED CODE 40043**

Groups or persons using school facilities under the provisions of this policy shall be liable for any property damages caused by the activity.

**REQUIRED CERTIFICATION**

1. Applicant hereby agrees to hold the Bear Valley Unified School District, its' Board of Trustees, the individual members thereof, and all district officers, agents and employees free and harmless from such loss, damage, liability, cost or expense that may arise during or be caused in any way by such use or occupancy of school property. Applicant further states that he has read the rules and regulations governing the use of the facility and agrees to abide by and enforce same.
2. Applicant (organization) is requested to show proof of liability insurance by filing a Certificate of Insurance with the District Office prior to the use of facility.
3. The undersigned, as duly authorized representative for \_\_\_\_\_ states that, to the best of his/her knowledge, the school property for use of which application is hereby made, will not be used for the commission of any crime or act which is prohibited by law.

The undersigned further declares that \_\_\_\_\_, the organization on whose behalf he/she is applying for use of school property, upholds and defends the Constitutions of the United States and the State of California.

SIGNATURE: \_\_\_\_\_  
 (Must be an officer of the group, or present written authority from organization making this application)

PRINT NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

(for billing purposes) TELEPHONE: \_\_\_\_\_ Date: \_\_\_\_\_

**APPROVALS:**

SCHOOL (by): \_\_\_\_\_

Date: \_\_\_\_\_

DISTRICT OFFICE: \_\_\_\_\_

Date: \_\_\_\_\_

Certificate of Insurance on file: \_\_\_\_\_

Record of Payment (except when free use is granted)

Deposit: \_\_\_\_\_ Receipt: \_\_\_\_\_

Balance: \_\_\_\_\_ Receipt: \_\_\_\_\_