

SUPERINTENDENT'S SCREENING COMMITTEE (SSC)

TYPE OF REQUEST: Filming in a Broward County Public School

DESCRIPTION: Outside organizations, companies, agencies and individuals wanting to use School Board property for film production.

REVIEWED BY SSC? Yes

HOW DO I SUBMIT A REQUEST?

Step 1: Read all steps, instructions, and information provided below

Step 2: Download from the **forms section**

- Screening Application
- Guidelines/Requisition Form for Filming

Step 3: Complete application

Step 4: Read the Guidelines/Requisition for Filming

Step 5: Complete the requisition section of the Guidelines

Step 6: Submit the completed Screening Application and Requisition section

Submit via:

1. Email Screening@browardschools.com
2. FAX 754-321-2711
3. Mail Superintendent's Screening Committee
600 Southeast Third Avenue, 2nd Floor
Ft. Lauderdale, FL 33301

HOW MUCH TIME NEEDED FOR REVIEW:

Response time varies based on the type of request. Applicants typically receive an initial response in writing within 2 weeks.

POSSIBLE DETERMINATIONS BY THE SCREENING COMMITTEE

1. Approved – Applicant may film in the requested Broward County Schools.

2. Denied – Applicant's request to film has been denied. The project is prohibited from taking place in Broward County Public Schools.

3. Referred - Applicant's request and materials have been sent to a subject specific department for review.

- **Superintendent's Screening Committee** will send response to applicant
- Please allow up to 3 months for a response in writing

4. **Forwarded – Forwarded** – Applicant's request and materials have been sent to a subject specific department or agency. The Superintendent's Screening Committee will notify the applicant in writing but will take no further action.

- **The applicant** will be responsible for contacting the department, agency or organization.

5. **Need more information** – Committee requests more information from the applicant in order to make a determination.

MY REQUEST WAS APPROVED – WHAT DO I DO NOW?

The Superintendent's Screening Committee will advise you on how to proceed with your filming project.

MY REQUEST WAS DENIED – WHAT DO I DO NOW? All requests are reviewed on an individual basis. The reason for denial will be explained in your response letter. Broward County Public Schools reserves the right to deny any request to film in schools. Therefore, there is no appeal process. All determinations made by the committee are final.

RENEWALS – HOW DO I GET THE SAME REQUEST APPROVED NEXT YEAR?

1. All approvals have an expiration date.
2. Once the approval has expired you must submit a renewal application to the Screening Committee.
3. Allow 30 days for renewal request.