



El Pueblo Historical Monument
 - **Student Film Permit** -
 125 Paseo de la Plaza, Suite 200
 Los Angeles, CA 90012
 Office: (213) 485 8372 / Fax: (213) 485 8238



Students wishing to use El Pueblo Historical Monument for filming and/or still photography in order to fulfill an academic requirement are required to apply for a student permit. Students must be currently enrolled, be in good standing, and have a valid student ID. All student filming and still photo shoots are subject to the approval of El Pueblo Historical Monument and must be **scheduled 3 business days in advance pending availability.**

Information

Name of Applicant: _____

Address: _____ City _____ ZIP _____

Email: _____ Phone: _____ Student ID: _____

Reservation Date: _____ Time: _____ # of Persons: _____

University/School _____ Phone: _____

Degree/Program: _____ Professor/Educator: _____

Type (check one or both): Still Photo Filming

Photo/Film Location: (Please mark all that apply.)

- Pico-Garnier Block Perimeter Kiosko Plaza Placita Dolores Avila Adobe Courtyard
- Sanchez Street/South Plaza North Plaza Father Serra Park

Reason, Purpose, and Scope (Describe the project/assignment and the academic requirement that it fulfills):

Equipment

Please list all equipment that you plan on bringing: *(Subject to approval.)*

Fees and Insurance

1. There is no site fee for a student film and still photography permit.
2. A certificate of insurance may be required depending on the size and scope of the photo/film shoot.
3. A security deposit may be required depending on the size and scope of the photo/film shoot.

Site Usage Requirements

1. This permit is NOT a substitute for film permits issued by FilmLA. Permittee is responsible for acquiring all required film permits from FilmLA before applying for this permit.
2. Reservations for student filming and/or still photography are pending availability and can only be scheduled during Monument business hours (Monday through Friday from 9:00 a.m. to 5:00 p.m.).
3. Reservations for multiple days of filming are at the Monument's discretion.
4. The Monument may reschedule Permittee's reservation to another available day in the event of commercial filming.
5. Any photography and/or filming activity conducted with this permit must be for educational purposes only.
6. Student still photography and filming is only allowed at the approved locations. Photography and filming is NOT permitted on Olvera Street. If Permittee is caught violating this requirement, all filming activity will be suspended and Permittee will be asked to leave the Monument.

7. A signed copy of the student permit must be carried at all times on the filming and/or still photography day and must be shown to Monument staff when asked.
8. In the event of rain, Permittee may reschedule their photo shoot to another calendar date, pending availability.
9. All areas of the Monument being utilized for still filming and/or still photography with this permit shall remain accessible and open to the public at all times, unless authorized by Monument staff in advance.
10. Pedestrian flow of traffic in and out of the museums and other historical buildings shall not be obstructed during Monument operational hours.
11. All equipment and props brought onto City property are subject to approval by El Pueblo Historical Monument.
12. Parking at El Pueblo is NOT included with this permit. However, El Pueblo parking lots are available for reservation as part of separate rental agreement.

Required Documentation

The following documentation must be provided and attached to this application in order for the Permittee to receive the student film permit:

1. Valid/current student ID (expired ID's will not be accepted).
2. An official letter from an instructor on school letterhead that confirms the reasons for filming.
3. Valid certificate of insurance, if necessary.
4. Copy of a valid film permit from FilmLA.

Terms of Agreement

*I, the undersigned, do hereby agree to indemnify and hold harmless the City of Los Angeles, El Pueblo Historical Monument, and any other officers, agents or employees, from any liability or claim of action for damages resulting from, or in any way arising out of the use of the facility, as set by the City of Los Angeles. I will adhere to all requirements aforementioned and will accept all responsibility for any damages on the premises, furniture, equipment, sculptures, or ground, resulting from the use of the facility. **I understand that I must be present during the indicated time and if I or my photographer and/or film crew is late, it will result in a loss of time.***

Name of permittee (printed): _____ Date: _____

EL PUEBLO STAFF ONLY

Valid on: _____

Approved by: _____

From: _____ to _____

Date: _____

