**STUDENT PRODUCTION AND FILMING ACKNOWLEDGEMENT**

**Student Projects**
Student projects are subject to the same rules and requirements as professional productions. All filming guidelines can be found on the City’s Planning and Economic Development page [http://www.gardencity-ga.gov/film](http://www.gardencity-ga.gov/film). Students should fill out the professional Film Application form as well as sign the Student Filming Acknowledgment document.

**Notification**
Notification letters are required for all productions filming on location. Surrounding residences and businesses must be notified a minimum of five business days before the shoot. Failure to notify is a violation, and can result in revocation of your permit and halt your production.

**Private Property**
The use of private property requires the permission of the property owner through a signed location agreement. Tenants must give permission in addition to the property owner. Film permits do not grant access to any private property. However, there are certain activities that require permits even when they occur on private property. These include stunts, special effects, excessive noise, and certain activities that are visible to the public.

**Permits**
A permit is required for any production filming on public property. Students must submit a Film Application as well as sign the Student Filming Acknowledgment with Garden City. Late or incomplete applications will not be accepted.

Submission of a Permit Application does not guarantee approval. Please note that permits must be picked up during business hours. Student productions MUST have a hard copy version of their signed permit at all times while on location.

**Street Closures and Parking**
Intermittent Traffic Control (ITC) and street closures require police officer(s) and must be included in the permit. Equipment trucks and large vehicles must be legally parked or reserved parking must be specified in the permit and application. It is crucial to submit a complete permit application in order to allow enough time for requests and internal staff review. Police requests are not guaranteed.

**Fees**
Garden City may charge for certain services such as police, and parking however the $25 Application Permit Fee is waived for students. Please refer to the application and fee schedule [http://www.gardencity-ga.gov/film](http://www.gardencity-ga.gov/film) for fee details.

Please note, this is not a complete list of guidelines. Please visit [http://www.gardencity-ga.gov/film](http://www.gardencity-ga.gov/film) for more details.

I, ____________________________, a student of ________________________________ have read and agree to the above rules & regulations of student filming in the Garden City area.

______________________________  ______________________________
Signature                        Date