

GARDEN GROVE UNIFIED SCHOOL DISTRICT
Department of K-12 Educational Services
Instructional Technology

Public Performance License Request Form

Principal: _____	Date: _____
School: _____	Ext: _____
Address: _____	
Signature: _____	

Instructions for submitting Public Performance License Request Form:

1. Print complete title.
2. Print name of vendor (i.e. 20th Century Fox)
3. Send request to Audio-Visual Services at least **20 working days prior to “Show Date.”**
Pre-approval from appropriate instruction offices must be secured prior to request of movie.
4. Explain how movie will be used. What setting will it be shown in?
5. Movie may NOT be shown at school site until vendor has received payment and a public performance site license has been received from the vendor.
6. Attach check for \$100 made out to Movie Licensing USA.

Please note: you may not charge admission to view these movies.

7. To cancel a Public Performance License, we must receive a written cancellation at least 5 working days prior to “Show Date” to ensure that you will not be held responsible for the fee.
8. Confirmation of your order and Public Performance License will be sent to you.

Movie Title: _____
Vendor/Producer: _____
Purpose of Show: _____
Show Date: _____

Signature: _____
Lorena Sánchez, Director of K-12 Educational Services

Signature: _____
Monica Ibarra-Acosta, Director of K-6 Instruction / Kelly McAmis, Director of 7-12 Instruction