TOWNSHIP OF UNION PUBLIC SCHOOLS

Office of the Assistant Superintendent of Business Operations
2369 Morris Avenue, Union, NJ 07083

REQUEST TO FILM ON DISTRICT PROPERTY

Application and Conditions of Use

Instructions. Complete all sections, sign Section 9, and return this application with a Certificate of Insurance to Marissa McKenzie, Assistant Superintendent of Business Operations, at mmckenzie@tups.org no later than **Wednesday, November 3, 2026**. Filming may not take place until the district has returned a fully signed approval (Section 10). Approval of this application is separate from, and does not replace, any film permit required by the Township of Union.

Section 1. Applicant and Production Company

Production company	CBS Newspath North	**Contact name**	Tonya Dunham
Title	Producer	**Email**	TDunham@cbs.com
Cell phone	646-430-4534	**Work phone**	212-975-7336
Company mailing address			
On-site contact (day of filming)		**On-site cell**	

Section 2. Project Description

Project title / working title	Union Municipal Band feature segment
Type of production	☐ News segment ☐ Feature / documentary ☐ Other: _____
Description	Television segment exploring the long history of the Union Municipal Band, including footage of the band's rehearsal and interviews with band members.
Intended outlet(s) and anticipated air date	

Section 3. Location, Date, and Schedule

School / facility	Livingston Elementary School	**Address**	960 Midland Blvd., Union, NJ 07083
Date of filming	Monday, November 30, 2026	**Filming hours**	7:00 PM – 9:00 PM
Crew arrival / setup time		**Crew departure (all equipment removed)**	
Areas of building requested	Rehearsal space used by the band: _____ Other areas (list): _____		
Parking / vehicles	Number of vehicles: ____ Vehicle type(s): _____		

Note: The Union Municipal Band rehearses at Livingston School on Mondays at 7:30 PM under its existing Township Recreation facility use. Filming is limited to the areas listed above.

Section 4. Crew and Equipment

Total number of crew on site	3	**Crew roles**	Producer, reporter, camera operator
Crew names			
Equipment to be brought on site	Camera and related equipment. List any lighting, audio, tripods, or cables: _____		
Electrical power needed?	☐ No ☐ Yes (describe): _____	**Drone use?**	☐ No ☐ Yes*

*Drone use on or over district property requires separate written approval and FAA compliance documentation.

Section 5. Persons to Be Filmed or Interviewed

Individuals to be filmed	Members of the Union Municipal Band; band director Howard Toplansky; others: _____
Will any students be present or filmed?	☐ No ☐ Yes (describe and attach parent/guardian consent): _____
Will any district staff be interviewed?	☐ No ☐ Yes (names): _____

Section 6. Township of Union Coordination

Township film application	Processed by Arthur Pinckney Jr., Economic Development (apinckney@uniontownship.com)
Township permit status	☐ Submitted ☐ Approved Permit no.: _____
Band contact	Howard Toplansky, Band Director (h.toplansky@att.net)
Recreation Department	Office of the Superintendent of Recreation, 908-686-4200

Section 7. Insurance and Indemnification

The applicant must provide a Certificate of Insurance before filming that:

- Shows Commercial General Liability coverage of at least $1,000,000 per occurrence and $2,000,000 aggregate (or limits otherwise specified by the Business Office).
- Names the Township of Union Board of Education, its members, officers, employees, and agents as additional insured.
- Covers the date(s) of filming, including setup and load-out.

The applicant agrees to defend, indemnify, and hold harmless the Township of Union Board of Education, its members, officers, employees, and agents from any claims, damages, losses, or expenses, including attorney's fees, arising from the applicant's use of district property, except to the extent caused by the Board's sole negligence. The applicant is responsible for any damage to district property, equipment, or grounds caused by its crew.

Section 8. Conditions of Approval

By signing, the applicant agrees to the following:

1. Crew will check in at the designated entrance on arrival, display identification at all times, and remain in approved areas. A district custodian or designee will be on site.
2. Filming is limited to the approved date, hours, and areas. Any change requires advance written approval from the district.
3. No students may be filmed, photographed, recorded, or identified without prior written parent/guardian consent and district approval.

4. Crew may not film or photograph building security features, including entrances and locking hardware, security cameras, alarm panels, keypads, posted emergency procedures, or floor plans.
5. Crew may not film or access student work, records, classroom materials, or any personally identifiable information displayed in the building.
6. The applicant is responsible for obtaining appearance releases from all individuals filmed or interviewed.
7. Use of the district's name, logos, or facilities in a manner that implies district endorsement requires prior approval. Any description of the district in the segment should be factual.
8. No alterations to the building, furniture, signage, or fixtures. Nothing may be affixed to walls, floors, or ceilings. Cables must be taped down or covered to prevent trip hazards. Fire exits, corridors, and doorways must remain clear.
9. The district is a tobacco-, vape-, alcohol-, and drug-free environment. These restrictions apply to all crew.
10. All areas will be left in the condition in which they were found. The applicant will reimburse the Board for any custodial, security, or staff costs incurred beyond the existing facility use, if applicable.
11. The district may stop filming at any time if these conditions are not met or if an operational or safety concern arises.
12. The applicant will share the air date and a link to the final segment with the district. The district may promote the segment through its communications channels.

Section 9. Applicant Certification

I certify that the information in this application is accurate, that I am authorized to sign on behalf of the production company, and that the company agrees to the conditions above.

Applicant signature		**Date**	
Printed name	Tonya Dunham	**Title**	Producer, CBS Newspath North

Section 10. District Use Only

Certificate of Insurance received	☐ Yes Date: _____	**Township film permit received**	☐ Yes Date: _____
Building principal notified	☐ Yes Date: _____	**Custodial coverage confirmed**	☐ Yes Name: _____
District Communications notified	☐ Yes Date: _____	**Facility use for band on file**	☐ Yes
Additional conditions			

Decision	☐ Approved ☐ Approved with conditions ☐ Denied
Assistant Superintendent of Business Operations	Marissa McKenzie Signature: _____ Date: _____
Superintendent of Schools	Dr. Gerry Benaquista Signature: _____ Date: _____