



## REQUEST TO FILM/PHOTOGRAPH APPLICATION

Thank you for your interest in filming/photographing at the Hayward Area Recreation and Park District facility/location. Please find below the requirements and guidelines that will apply to your use of the District facility/location.

Please submit the following information:

- A completed Request to Film/Photograph Application
- Proof of Insurance

*A CERTIFICATE OF INSURANCE WITH A SECONDARY ENDORSEMENT must be provided for an organization to use our District facility/ location for filming/photographing:*

- 1. The date and location of the covered event must be listed on the certificate.*
- 2. Hayward Area Recreation & Park District 1099 E Street Hayward CA 94541 must be listed as additional insured and a certificate holder.*
- 3. A Secondary Endorsement is also required (form # CG 00 01).*
- 4. A minimum of \$1,000,000.00 General Liability Coverage is required.*

### Conditions & Fee Schedule

- The approval of the request is not transferable.
- The required insurance and application/permit are due no less than two weeks prior to your scheduled event.
- Filming/Photograph Requests are reviewed on a case by case basis and the submittal of an application does not guarantee approval.
- Fees for facilities/locations will be determined according to the request use.
- Student Permits – A fee waiver may be requested and are granted at the discretion of the District.
- Applicant will receive notification via phone, email or mail of the District's decision.

Please return the completed application to:

**Hayward Area Recreation and Park District  
1099 E Street  
Hayward, CA 94541**

For additional information or questions please call (510) 881-6700  
or email [Reservations@haywardrec.org](mailto:Reservations@haywardrec.org)