

# Annual Public Performance Site License Order Form

Please fax, email or mail form when complete.

## SCHOOL INFORMATION

School Name: \_\_\_\_\_

School District: \_\_\_\_\_

School Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

School Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

*Mailing address for license if different from above:*

School Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Notes: \_\_\_\_\_

**Two contact names are required to best service your account.**

Please complete the order form below by filling in the primary and secondary contact boxes.

### PRIMARY CONTACT

(Billing/Renewal Contact)

*This person will receive the license, invoice and renewal information packet.*

Full Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

### SECONDARY CONTACT

(Movie Event Planning)

*This person will receive movie suggestions, copyright info and ideas to share.*

Full Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Please check this box if the primary contact should also receive movie ideas and suggestions.

## SITE LICENSE DETAILS

Total Student Enrollment: \_\_\_\_\_

Total Price: \$ \_\_\_\_\_

License Start Date: \_\_\_\_\_

Term of Agreement:  1 yr.  2 yr.  3 yr.  4 yr.  5 yr.

*Your license will renew on this date.*

## PAYMENT OPTIONS

### Bill Us:

School at address above

District office: \_\_\_\_\_

Attn to: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Purchase Order #: \_\_\_\_\_

State Tax Exempt Number: \_\_\_\_\_

*(Please include state issued exemption certificate)*

### Payment Included:

Check enclosed (*postal mail only*)

Credit card

Card Type:  VISA  MC  AMEX  DISCOVER

Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Name on Card: \_\_\_\_\_

Cardholder Signature: \_\_\_\_\_

Billing Zip Code: \_\_\_\_\_

**SWANK**  
MOVIE LICENSING USA  
10795 Watson Road  
St. Louis, MO 63127-1012

1.877.321.1300  
Fax: 1.877.876.9873  
Website: [swank.com/k-12-schools](http://swank.com/k-12-schools)  
Email: [mail@movlic.com](mailto:mail@movlic.com)

### For Office Use Only

Credit Card Auth #: \_\_\_\_\_

Order #: \_\_\_\_\_

# Annual Public Performance Site License Terms & Conditions

## INSTRUCTIONS AND GUIDELINES

Form must be completed before license can be processed. The start date for the license is yours to select. The agreement will run consecutively from the chosen date for the time period selected. Movie Licensing USA does not provide a copy of the physical movie content; however, you may buy, borrow or rent movies from any legal source. This license authorizes unlimited movie showings by anyone in the school building, regardless of whether or not they are affiliated with the school.

## LICENSE AND COPYRIGHT RESTRICTIONS

This license is for K-12 schools only. Refunds are not granted after the license has been processed; however, you may request cancellation any time after the initial term of agreement. Movie showings must take place inside the school building. Coverage does **not** include outdoor events or showings off campus. In addition, the movies may not be altered, duplicated, digitized or transmitted electronically in any form without specific permission from the copyright owner. Movie Licensing USA has the right to add or delete any studio throughout the course of the license period. A current list of available studios can be found on our website. Violation of this agreement is subject to the penalties set forth in the Federal Copyright Act.

## ADVERTISING GUIDELINES

We encourage you to print publicity materials from [swank.com/k-12-schools](http://swank.com/k-12-schools) to advertise the movie in your facility or to pass out directly to students and staff. If you choose to advertise through media (such as public radio, television or a website), you may do so, as long as the movie title and studio name are not used. For example, "Join us at ABC Elementary for a Family Movie Night at 7:00 p.m." is permitted.

## ADMISSION FEES, CONCESSIONS AND DONATIONS

Admission may be charged to cover the cost of this license. However, the amount collected may **not** exceed the cost of the license. In lieu of, or in addition to charging an admission, you may suggest donations and/or provide concessions.

## RENEWAL OF YOUR LICENSE

This Public Performance Site License is scheduled to renew at the end of your selected initial agreement. You may, however, request cancellation any time after the initial term of the agreement. Approximately one month prior to expiration, the renewal packet will be mailed. As long as payment is made promptly, your school will remain in compliance without interruption. Requests for cancellation may be made by calling toll-free **1.877.321.1300** or emailing: [mail@movlic.com](mailto:mail@movlic.com).

**I have agreed to the Terms & Conditions as outlined above and authorize Movie Licensing USA to process my request as completed.**

Signature: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Print Name: \_\_\_\_\_