



Contract Committee Review Request
MUST BE COMPLETED IN FULL

Date: 8/23/21

Contract/Agreement Vendor: Swank Movie Licensing
Name of Vendor & Contact Person

www.Swank.com
Vendor Email Address

This is for a movie licensing. It will be paid out of Acct 892. This is so teachers can show movie in the classroom.

Summary

Students

Reason/Audience to benefit

Sept 13, 2021

BOE Date

\$528.00

Amount of agreement

Person Submitting Contract/Agreement for Review: Terresa Petitt

PLEASE SEND THROUGH APPROPRIATE APPROVAL ROUTING BEFORE SENDING TO BOARD CLERK

Principal &/or Director or Administrator: Jane Williams

Does this Contract/Agreement utilize technology? YES/NO

If yes, Technology Admin: _____

Leadership Team Member: _____

Funding Source: 70/ 892 70-892-2199-530-900-1050-0000-215
Fund/Project OCAS Coding

Consent Item: Accept and approve the NEW/RENEWAL agreement between Broken Arrow Public Schools and the vendor listed above. (ie. New fiscal year &/or Renewal services)

Action Item: Discussion, motion and vote on motion to approve or disapprove the NEW agreement between Broken Arrow Public Schools and the vendor listed above. (ie. Purchase over \$50,000 &/or new service)

The Contract/Agreement should be received at least 2 weeks prior to a Board Meeting to ensure placement on the Agenda. The Contract Committee meets most Tuesdays at 8:00a.m. All Contracts/Agreements, regardless the amount, must be first approved by the Contract Committee and then presented to the Board of Education for approval and signature. The item will be placed on Electronic School Board for the board agenda by Janet Brown. By following this process, the liability of entering into an agreement is placed with the district rather than an individual.

Annual Public Performance Site License Order Form

Please fax, email or mail form when complete.

SCHOOL INFORMATION

School Name: Oak Crest Elementary

School District: Broken Arrow Public Schools

School Street Address: 405 E Richmond

City: Broken Arrow State: OK Zip: 74012

School Phone Number: 918-259-4450 Fax Number: 918-251-8553

Mailing address for license if different from above:

School Mailing Address: _____

City: _____ State: _____ Zip: _____

Reason for Ordering License: To show movies in class

Notes: _____

Two contact names are required to best service your account. Please provide at least one school contact.

BILLING/RENEWAL CONTACT

This person will receive the invoice and renewal information packet.

Full Name: Teresa Petitt

Job Title: Sec

Phone Number: 918-259-4450

Email: HPetitt@baschools.org

MOVIE EVENT PLANNING CONTACT

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 Billing/Renewal Contact should also receive movie ideas and suggestions.

Additional email addresses for newsletters (if applicable): _____

SITE LICENSE DETAILS

Total Student Enrollment: 345 Total Price: \$ _____

License Start Date: _____ Term of Agreement: 1 yr. 2 yr. 3 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: _____



1.877.321.1300
Fax 1.877.876.9873
Website: swank.com/k-12-schools
Email: movie@swank.com

For Office Use Only

Credit Card Auth #: _____

Order #: _____

Annual Public Performance Site License Terms & Conditions

INSTRUCTIONS AND GUIDELINES

This form must be completed before the license coverage 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. Swank Movie Licensing USA does not provide a copy of the physical movie content; however, you may buy, borrow or rent physical copies of the movie or stream movies from any legal source. This license authorizes unlimited movie showings by anyone in the school buildings, regardless of whether or not they are affiliated with the school. The invoice and all licenses are sent directly to the billing/renewal contact listed on this agreement.

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. Swank 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.

ADVERTISING GUIDELINES

We encourage you to print publicity materials from swank.com/k-12-schools to advertise the movie in your facility or to pass out directly to students and staff. You are permitted to use the studio approved images provided by Swank. Please note that these images may not be edited or altered and must include the © symbol and the studio name. Advertising movie showings via on-premises signage, the school specific website, email targeted to families of students, school specific social media accounts or direct mail to enrolled student's families is acceptable.

FUNDRAISING AND DONATIONS

When fundraising at movie events, an unlimited amount of funds can be raised for the school. These funds can come from suggested donations, concessions, giveaways, and more. Some popular event ideas are Dinner and a Movie (charging for dinner), Parent's Night Out (charging for childcare), or Book to Movie themed showings (bringing a book to donate to the library).

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. Any changes to the list of licensed schools need to be submitted prior to the current license expiration. As long as payment is made promptly, your district will remain in compliance without interruption. Requests for cancellation may be made by calling toll-free **1.877.321.1300** or emailing: movielicensing@swankmp.com

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

Signature: _____ Today's Date: _____

Print Name: _____