



Memo

Date: July 1, 2024
To: Pastors, business managers, principals and presidents
From: Maureen Smith, director, Office of Communications
Re: Movie and video location lease now available

In response to an increased number of requests for production companies to rent parish and school facilities and parking lots for the production of movies, television shows and videos, the Office of Communications and Catholic Mutual have created a [standard location lease agreement](#).

Parishes and schools who wish to rent their facilities must use this agreement to ensure the production has the proper liability insurance. In addition to the lease agreement, if any footage is to be shot on parish or school property, a request for content review must be routed through the Office of Communications. Those just renting a parking lot only need to get the lease agreement signed. The parish should retain the agreement for seven years.

If a production company approaches you, contact me in the Office of Communications for the content review. Provide the production company with a copy of the lease agreement. If you have questions about insurance coverage, reach out to Jordan Harper at Catholic Mutual. Our information is below.

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Jordan Harper: jharper@catholicmutual.org or 404-920-7377