

**PARTICIPATION, RELEASE, AND CONSENT**

**Permission to Participate & Release**

I, the undersigned parent/guardian, hereby consent for my child to participate in the program or programs (the "Program") offered by Spy Hop Productions, Inc., a Utah non-profit corporation ("Spy Hop"). I also agree to hold Spy Hop and its respective officers, directors, employees, agents, students, teachers, consultants, successors and assigns (the "Spy Hop Parties") harmless against any liability, loss, or expense incurred or suffered in consequence of any action or actions, suit or suits, in law or equity, which may be brought by any person or persons in connection with, or with reference to, the administration, planning, preparation, development, conduct, and execution of the Program.

**Information, Records and Evaluation**

I, the undersigned, consent to Spy Hop collecting information from my child in order to evaluate its Program, including interviews, observations, surveys, and other class activities and materials. I understand that my child will complete a confidential survey about his or her attitudes and opinions as part of this evaluation. I understand that the information obtained will be analyzed and that my child's name will be withheld for confidentiality purposes. I understand that this information will be part of a larger evaluation and only the evaluation team and program staff will have access to this confidential information.

**Medical Consent**

I understand that there are some risks inherent in the activities that are included in the Program, but willingly assume these risks in order to allow my child to participate. If I cannot be reached in the event of an emergency, I give permission for any care or treatment by a physician, surgeon, hospital, nurse, physician's assistant or medial care facility that may be required.

**Transportation Release**

I fully understand that the Program staff may transport my child in a vehicle to and from various activities and hereby release and hold the Spy Hop Parties harmless against any liability, loss, or expense incurred or suffered in consequence of any action or actions, suit or suits, in law or equity, which may be brought by any person or persons in connection with, or with reference to, the administration, planning, preparation, development, conduct, and execution of the Spy Hop Program.

**Photograph/Videotape/Sound Recording Releases**

I, the undersigned, hereby release the Spy Hop Parties from any and all claims, demands or causes of action that I or my child may now have or may hereafter have for libel, defamation, invasion of privacy, right of publicity, infringement of copyright, or violation of any other right arising out of or relating to production and distribution of, or any failure or omission to use, any footage, portraits, still pictures and other photographic reproductions and sound recordings which my child creates, is involved in, or otherwise participates.

I also fully understand that my child's work may be displayed in the community, submitted to festivals, and other public venues. I also understand and give consent for Program staff to photograph, videotape or make sound recordings of Program youth to advertise the Program or for other purposes. I give permission for Program staff to photograph, videotape or make sound recordings of my child for public display

**Full or Cancelled Classes**

Spy Hop classes must meet minimum and maximum enrollment standards. Classes may fill quickly or classes may be cancelled due to low enrollment. If you have registered for a full class or a class that must be canceled, you will be contacted and entitled to a full refund.

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GUARDIAN NAME (PRINT)

SIGNATURE

DATE

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STUDENT NAME (PRINT)

SIGNATURE

DATE

**RIGHTS & RESPONSIBILITIES**

**Attendance**

Students are expected to pay for all classes regardless of attendance.

**Discontinuation**

Spy Hop Productions reserves the right to discontinue a student at any time for poor attendance, non-payment of fees, lack of interest, or disruptive behavior. If the student is discontinued for non-payment of fees, he or she may be reinstated when the account balance is paid in full. In the event that a student is having behavior problems that are resulting in disrupting behavior, they will be given three chances to improve their behavior before being terminated from the program. On the first offense Spy Hop staff will give a verbal warning to the student. At the time of the second offense Spy Hop staff will call the student's parents or guardians to talk about the problem and help resolve the issue. A third offense will result in the student being removed from the program. Reinstatement into future Spy Hop programs will be on a case-by-case basis and the student and his or her parents or guardians will need to meet with Spy Hop staff.

**Parent and Guardians Responsibility**

Spy Hop Productions strongly encourages parents and guardians to participate with their children by taking an interest in their Spy Hop activities.

**Parent & Guardian's Rights**

Parents and guardians have a right to have any and all of their questions answered and their concerns addressed. If you ever have any questions or concerns you have the right to call Spy Hop Productions and ask to speak with your child's teacher or the Programs Director.

**Notice of Non-Discrimination**

Spy Hop Productions programs and services reflect the cultural diversity of our community. We do not discriminate on the basis of religion, race, color, gender, national origin, sexual orientation or disability.

**Product Ownership & Award Monies**

Ownership of work produced by students as part of a Spy Hop program goes to the student producer. If, through a venue such as a film festival, a monetary award is given to a work produced at Spy Hop by a student producer, the award monies will be distributed as follows:

- Awards under \$1000 – student participant receives 100% of award monies
- Awards \$1000-\$5000 – student receives 75% of award monies, Spy Hop Productions receives 25% of award monies
- Awards over \$5000 – student receives 50% of award monies, Spy Hop Productions receives 50% of award monies

**Spy Hop Equipment Use & Student Responsibility**

**GENERAL POLICY:** All students taking any of the courses offered by Spy Hop Productions accept responsibility and acknowledge accountability for any damage, loss, or theft of any or all equipment used for production purposes. Students agree to take responsible care in the handling, transportation, and storage of all equipment in their care. **BREAKAGE, LOSS, OR THEFT:** In the event of minor breakage, loss or theft the student and/or crewmembers are responsible for restitution and the student/crew will be advised by a Spy Hop Production staff member as to the extent of damages. Students may not repair the equipment themselves (or have it repaired) without prior approval from the department in question. All payments and/or replacements must be settle in full before any additional use of equipment or facilities will be authorized to that individual or crew. Students who have been authorized to have the items repaired or replaced must document that the repair or replacement has been undertaken by an approved vendor before any additional use of equipment or facilities by that student or crew will be permitted. When the damage, loss or theft is severe the student and/or crewmembers are responsible for restitution. Use of any equipment or facilities will be suspended until restitution or replacement of damaged goods is provided. Individuals/crews are responsible for loss or damage due to negligence, including items left in vehicles (even if locked or hidden from sight) or other unattended facilities such as classrooms or editing bays. In such cases of loss, theft, or damage the student is wholly responsible for the FULL VALUE of the equipment. This policy does not cover Spy Hop Production equipment or facilities used for non-course related activities. Such activity will result in severe penalties, including but not limited to, suspension of all equipment and facility privileges and will jeopardize the standing of the student. Excessive equipment checkout and/or continual damaging of equipment will require a security deposit in relation to the value of the equipment. **YOU WILL BE HELD RESPONSIBLE FOR DAMAGE, LOSS OR THEFT.**

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GUARDIAN NAME (PRINT)	SIGNATURE	DATE
STUDENT NAME (PRINT)	SIGNATURE	DATE

**Emergency Information Form**

Please complete the following information to the best of your ability and knowledge. This information is very important and useful for us in the event of an emergency.

Student's Name	
Date of Birth	
Allergies (drugs, food, insects, plants, etc)	
Medications student is currently taking	

Please indicate any medical problems the student has:

Heart Disease                       High Blood Pressure                       Diabetes                       Epilepsy

Other (please describe): \_\_\_\_\_

Does the student wear:	Glasses <input type="checkbox"/>	Contacts <input type="checkbox"/>	Neither <input type="checkbox"/>
Health insurance Carrier & Policy Number			

**In case of Emergency Notify**

Name			
Address			
Home Number		Other Number Work or Cell?	
Relationship			