

DEPARTMENTS: EVENTS + CLASSROOM MANAGEMENT, SCHOOL OF FILM AND TELEVISION	
SUBJECT: LMU STUDENT FILMING POLICY	PAGE 1 OF 2
POLICY NUMBER: PENDING	SUPERSEDES: REQUEST PROCESS FOR LMU STUDENT FILMING
EFFECTIVE DATE: OCTOBER 7, 2005	PREVIOUS ISSUED: SEPTEMBER 1991, LAST UPDATE SEPTEMBER 2008

**Policy Statement:**

Loyola Marymount University students enrolled in programs for the School of Film and Television may reserve spaces for auditions, rehearsals, and films relating to course work through Events + Classroom Management. This policy is subject change without notice.

**Filming Eligibility**

LMU students must meet all of the following in order to reserve space on campus:

1. Be enrolled at LMU as a student
2. Register for class in the School of Film and Television
3. Complete On-Campus Student Filming Approval Form
4. Receive approval from Head of Production for School of Film and Television
5. Submit completed form to the Event Scheduling Office for verification of any third party approvals and space availability

**Guidelines & Procedure:**

- Forms are available through the Production Office of the School of Film and Television or via this link <http://www.lmu.edu/AssetFactory.aspx?did=12943>.
- Complete all details relating to your production. Multiple locations and dates may require additional forms.
- All requests for space (auditions, rehearsal and filming) must be submitted by noon the day before you want to use the space. (i.e., if you submit a request at 12:15pm on 10/13 for an audition or filming on 10/13 or 10/14, we cannot accept the paperwork).

Auditions or Rehearsals in classrooms must follow these steps:

1. Obtain the SFTV Head of Production signature.
2. Take signed Form to the Event Scheduling Office located in University Hall (Suite1768) to request classroom space.
3. An Event Scheduling representative will help fulfill your request based on review of the Form and availability.
4. Confirmations will be emailed to you directly. Please keep copies of the confirmation notice with you on the day of auditions or rehearsals.

Filming Requests must follow these steps:

1. Obtain the SFTV Head of Production signature.
2. If filming in any of the spaces listed below, please obtain the following signatures in advance to speed up final approvals:
  - a. Housing / Residence Halls: Assistant Director for Facilities and Services (Samuel Jones) located in Student Housing in Leavey Six

- b. University Hall: Building Manager (Velia Torres) located in Facilities Management Building
  - c. Daum Hall, ITS: David Meske, Director of Information Security
  - d. Departmental Areas: Faculty or staff offices require the signature of the individual's office
  - e. Parking / Roads: Parking Manager for Public Safety in Foley Annex
  - f. Dining Rooms: Sodexo Food Service Director, located in Malone, 2nd floor
  - g. Science / Lab: Dean or Associate Dean, College of Science and Engineering
  - h. Theatre Arts Area: Administration and Production Coordinator for the Theatre Arts Department
  - i. Mayer Theatre, CFA Building: Building Proctor for School of Film and Television (John Syrjamaki or Deb McClune)
  - j. Murphy Recital Hall, Dunning Courtyard: Nester Pereira, St. Robert's 101
  - k. Burns Art & Art History Areas: Mickey Andersen, Burns 250
  - l. Library: Kristine Brancolini, Von Der Ahe Library.
  - m. Hilton Building: Dean, College of Business
  - n. Collins Center: Ashley Wilson, Event Scheduling Office, UNH 1768
  - o. Campus Rec Facilities: Burns Rec. Center, University Pool, Corner Pocket Game Room, The Loft Sports Lounge: Abel De Loera, Burns Rec Center.
  - p. Campus Rec Fields: Hannon/Leavey Fields: Raaman Bass, Burns Rec Center
  - q. Campus Rec/Student Center Facilities: The Hill, Huesman Lounge, St. Robert's Auditorium, Bird Nest, Malone Center: Phung Tran, Malone 105
  - r. Campus Rec/Service Facilities: Lion's Den Coffee Shop, Living Room: Caroline French, Malone 201
  - s. Athletic Spaces: Page Stadium, Gersten Pavilion, Gersten/Burns Rec Atrium Lobby area, Sullivan Field, Softball Field, Tennis Courts: Shane Howell, Gersten Pavilion Athletics Office
  - t. Chapels: Campus Ministry, Malone Building, 2nd floor.
  - u. Miscellaneous Campus Wide: Al Tipon or Dorothy Love, Facilities Management Building
3. Any routing questions, please call the Event Scheduling Office (x82878) for assistance.
  4. Any firearms or pyrotechnical effects: Requires Director of Public Safety approval. Also required is a "day of" check of all firearms and pyrotechnical effects. All must be brought to the Department of Public Safety West Hall offices for visual inspection and approval prior to the start of filming on the day of filming.
  5. Final approval granted by Ashley Wilson, Carol Knox or Elmo Johnson in the Event Scheduling Office.
  6. A confirmation notice will be emailed to you once all appropriate information is entered into Resource 25, based on space availability.
  7. You must keep a copy of the approved form and/or confirmation notice with you while filming on the dates of production for each location.