

Subject:	LMU Student Filming		
Division:	Administration	Department:	Conference & Event Services
Date Effective:	10/2005	Supersedes:	All prior related policies.
Pages:	Four (4)	Previous Issued:	09/1991, 09/2011, 06/2017

I. Statement of Policy

Loyola Marymount University students enrolled in programs for the School of Film and Television may reserve spaces for auditions, rehearsals, and films relating to coursework, through the Office of Conference & Event Services. This policy is subject to change without notice.

II. Filming Eligibility

- A. LMU students must meet all of the following criteria in order to reserve space on campus:
1. Be enrolled as a current LMU student.
 2. Be registered in a class of LMU's School of Film and Television.
 3. Complete an LMU "On-Campus Student Filming Approval" form.
 - a. Receive approval from the Head of Production in LMU's School of Film and Television.
 - b. Submit the completed form to the Office of Conference & Event Services for verification of any third party approvals and space availability.
 4. Must request a date that does not occur on a University Holiday or a Tier 1 date blackout. A complete list of the University Holiday and Tier 1 blackouts can be found on our [website](#).
 - a. Exceptions may be granted for personal rooms in residence halls through the Office of Conference & Event Services.

III. Guidelines

- A. Forms are available through the Production Office of the School of Film and Television, or via this link: <https://sftv.lmu.edu/academics/studentproductionoffice/forms/>.
1. Multiple locations and dates may require additional forms.
- B. All requests (auditions, rehearsal, and filming) must be submitted to the Office of Conference & Event Services 5 business days prior to the date requested to film.
1. Requests for the weekend or Monday must be received on the prior Monday.
 2. Late submissions will not be processed after 12:00.

- C. The use of firearms or pyrotechnical effects requires the approval of the Director of Public Safety. All items must be brought in to Department of Public Safety for visual inspection and approval prior to the start of filming. A "day of" check for all firearms and pyrotechnical effects may also be required.
- D. A Public Safety officer must be hired to be present for filming in the following locations:
1. Burns Recreation Center
 2. DejaView Movie Lounge
 3. Distribution Center
 4. Hannon Loft
 5. William H. Hannon Library
 6. President's Suite
 7. Provost's Suite
 8. Sodexo Kitchen Areas
- E. The following locations are not approved for student filming:
1. Brickyard Multi-Purpose Room 204 & 205
 2. Children's Center
 3. Collins Center
 4. Daum Hall
 5. Del Rey Theatre
 6. Executive Conference Center (ECC) 1857
 7. Foley Building
 8. Jesuit Community
 9. Laband Art Gallery
 10. Life Science Building (LSB)
 11. Loft Sports Lounge
 12. Main Campus Bookstore
 13. Seaver 3rd Floor
 14. Thomas P. Kelly Student Art Gallery (BFC 100)
 15. University Hall Bookstore
 16. University Hall Marymount Institute
 17. University Hall McIntosh
 18. University Pool (Burns Recreation Pool)
 19. Von der Ahe Building
 20. Von der Ahe Family Suite

IV. Procedures

A. Auditions or rehearsals in classrooms procedure:

1. Obtain the signature from the Head of Production of the School of Film and Television.
2. Take the signed form to the Conference & Event Services Scheduling Office, located in University Hall, Suite 1353 to request the venue. A representative from the Office of Conference & Event Services will review your form and help fulfill your request based on availability.
3. A confirmation will be emailed to you directly. Please have a copy of the confirmation notice with you on the date of the audition or rehearsal.

B. Filming procedure:

1. Obtain the signature from the Head of Production of the School of Film and Television.
2. Obtain the following signatures from the following representatives of each area:
 - a. Housing/Residence Halls: Assistant Director of Resident Services.
 - b. University Hall Villages: Dean of indicated village.
 - c. Daum Hall/ITS: Director of Information Security.
 - d. Parking/Roads: Director of Parking and Transportation.
 - e. Dining Areas: Food Service Director of Sodexo.
 - f. Science Areas/Labs: Dean or Associate Dean of the College of Science and Engineering.
 - g. Theatre Arts Areas: Administration and Production Coordinator for the Theatre Arts Department.
 - i. Mayer Theatre: Theater Services Administrator.
 - ii. Murphy Recital Hall and Dunning Courtyard: Manager of Programs and Facilities.
 - iii. Burns Art and Art History Areas: Manager of Programs and Facilities.
 - h. Library: Dean of William H. Hannon Library.
 - i. Hilton: Dean of the College of Business.
 - j. Brickyard at the Playa Vista Campus: Academic Affairs Associate.
 - k. Conference & Event Services Facilities:
 - i. University Hall Atriums: Scheduling Coordinator.
 - ii. University Hall (Ahmanson) 1000: Scheduling Coordinator.
 - iii. General Purpose Classrooms: Scheduling Coordinator.
 - iv. Brickyard Gallery at the Playa Vista Campus: Scheduling Coordinator.
 - v. St. Robert's Auditorium & Grass: Scheduling Coordinator.
 - vi. Lawton Plaza: Scheduling Coordinator.
 - vii. Sunken Garden: Scheduling Coordinator.
 - viii. Sculpture & Bell Tower Garden: Scheduling Coordinator.
 - ix. Bird Nest: Scheduling Coordinator.

- x. Alumni Mall & Flagpoles: Scheduling Coordinator.
 - xi. Regent's Grass & Terrace: Scheduling Coordinator.
- l. Recreation Facilities and Fields:
 - i. Burns Recreation Center: Director of Campus Activities and Campus Recreation.
 - ii. University Pool: Director of Campus Activities and Campus Recreation.
 - iii. Corner Pocket Game Room: Director of Campus Activities and Campus Recreation.
 - iv. The Loft Sports Lounge: Director of Campus Activities and Campus Recreation.
 - v. Hannon Field: Assistant Director for Campus Recreation - Intramural and Club Sports.
 - vi. Drollinger (Leavey) Field: Assistant Director for Campus Recreation - Intramural and Club Sports.
 - m. Campus Recreation/Student Center Facilities:
 - i. Hill: Campus Recreation Specialist or the Associate Director of Campus Activities.
 - ii. Malone Center: Campus Recreation Specialist or the Associate Director of Campus Activities.
 - iii. Living Room: Campus Recreation Specialist or the Associate Director of Campus Activities.
 - iv. Lion's Den: Campus Recreation Specialist or the Associate Director of Campus Activities.
 - v. Sork Terrace: Campus Recreation Specialist or the Associate Director of Campus Activities.
 - n. Athletic Spaces:
 - i. Page Stadium: Athletics Facilities Supervisor.
 - ii. Gersten Pavilion: Athletics Facilities Supervisor.
 - iii. Recreation Center Atrium: Athletics Facilities Supervisor.
 - iv. Sullivan Field: Athletics Facilities Supervisor.
 - v. Softball Field: Athletics Facilities Supervisor.
 - vi. Tennis Courts: Athletics Facilities Supervisor.
 - o. Chapels: Campus Ministry
 - p. Miscellaneous Department Areas: The owner/user of the individual's office/area.
 - q. Miscellaneous Campus Wide: Representative of Facilities Management.
3. Take the space proctor signed form to the Office of Public Safety, located in Foley 100.
 4. Take the signed form to the Office of Conference & Event Services Scheduling Office, located in University Hall, Suite 1353 to request the venue. A representative from the Office of Conference & Event Services will review your form and help fulfill your request based on availability.
 5. A confirmation will be emailed to you directly. You must have a copy of the confirmation notice and the approval form with you while filming on the date(s) of production for each location.