



CALIFORNIA STATE UNIVERSITY LONG BEACH  
PARKING & ACCESS SERVICES, CAMPUS EVENTS OFFICE  
Phone: 562-985-8390 Email: pacc@csulb.edu

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## GUIDELINES TO MOTION PICTURE/VIDEO/PHOTOGRAPHY

(A.P.F.U. sec 1) It is the policy of California State University Long Beach to allow filming when and where possible, while adhering to this mandate. Therefore, primary consideration will be given to potential resource damage and to anticipated disruption of normal university use. The University establishes the following guidelines as they relate to commercial filming activities on campus.

## UNIVERSITY REQUIREMENTS

### I. FILMING PERMIT REQUIREMENT

A filming permit is required for filming on the campus of California State University Long Beach. The filming permit is coordinated by the Parking & Access Services: Campus Events Services and enforced by the University Police department. Filming permits are issued for commercial filming or photography. Permits are also issued for documentaries that promote University programs, policies, or philosophies. Bona fide news or editorial photography is exempt from permit requirements; however coordination with the Event Services is required for a review of campus impact. The University has a selective process of reviewing filming permits, as the filming criteria must fit within the needs of our academic priorities. Proposed filming under any circumstance may not displace CSULB employees or students.

#### **CSULB STUDENT FILMING**

CSULB students are covered by general provisions of the University and are required to obtain filming permission with University Police through their academic department.

### II. FILMING COMPANY INFORMATION

The University requires communication with an authorized representative from your company. This person must be able to make decisions for your company and will be held accountable for compliance with University requirements stated within these guidelines and on the filming permit. For contractual purposes, the University cannot change the primary contact person(s) after an application has been filed with the University. Failure to adhere to this requirement may result in denial of a filming permit application. Filming applicants are required to provide current and validated information about the company and the filming project as requested by the University. Failure to do so may result in application denial or automatic cancellation of a filming permit.

### III. FILMING PROCESS AND TIMELINE

Anyone planning to film commercially in any area of the University will need to obtain a filming permit from the University. Information on filming permits may be obtained at any time. A scouting pass is also required to scout the campus. Due to a high demand, scouting visits are scheduled on available Wednesdays only. Film permit requests must be made at least six weeks before the first date of arrival on campus for the filming project. Requests not meeting the minimum time requirement may be considered if no other activities are scheduled, no permanent impact to resources is anticipated, and staff are available to prepare and monitor the permit. Requesting parties should not expect that permit applications outside the 6 week minimum time would be approved. A signed copy of the Statement of intent and Appendix A B, the California Filming Commission Application Appendix C, a copy of the Insurance certificate and endorsement page, payment, and the Script must be on file with the University during that time. Inclusions for the required review by the State Fire Marshall (Section VIII) is outlined in this timeline recommendation. The University will review your



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application, conduct a Pre-Permit Conference within the first week and conduct a walk-through if necessary at that time. By the third week we will complete coordination for facility usage and required support services. By the 6th week, the University will process a filming permit for approval. You will be notified upon approval by the 6th week of the filming permit process.

IV. SCRIPT REVIEW and PROHIBITED SCREEN ELEMENTS

A copy of the final script or storyboard must be submitted for University and State Fire Marshall review. Review approval from both agencies must be granted prior to signing of the contract. Any script changes or additions (including title change) must be brought to the attention of the Events Office once approval has been granted.

Nudity and pornographic filming is prohibited on campus. Profanity is also discouraged if script takes place in an open area and/or in close proximity to the nearest instruction facility or office.

Guidelines concerning special effects involving pyrotechnics are reviewed closely. Simulated car chases or scenes involving gunfire are also elements that take highest priority during the script review period.

V. LOCATIONS

Authority to film in specific locations does not allow the permittee to restrict the university community from any location, unless exclusive arrangements are made. Specific venues may not be available for filming and photography. The University has delegated certain separate authority for the management of certain facilities and its appropriate contact person for the venue. These venues have similar but separate operation protocols from the University in general. Check with our office for the most current list of University property available for filming.

Filming is normally not permitted at or around:

- Building signage and familiar landmarks
- Administrative Offices
- Undeveloped acreage
- Anywhere during the first two weeks of school and during the weeks of final examinations.
- Any areas that adversely impact safety and access.
- A highly impacted period of time for the University.
- Computer and science laboratories (require approval of the respective Colleges)

VI. PRE-PERMIT CONFERENCE

A meeting is required with the Event Office and potential permittee once the required documentation (Statement of intent and Appendix A, B & C) and facility use non-refundable deposit of \$250.00 is on file with the University. This meeting will involve an in depth review of the filming project



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VII. INSURANCE REQUIREMENTS

The limits of coverage set forth in this requirement is a minimum amount, and in any situation where an unusually high risk of liability is present, the campus may require the Lessee to carry insurance with a higher limit. This requirement is in accordance with the California State University Policy Manual for Contracting & Procurement (Release 1.2), 412.06 contracts Requiring Insurance Coverage.

1. The Insurer must have a current A.M. Best's rating of not less than A:VII.
2. General and Business Automobile Liability. Lessee shall furnish to the University prior to the event, an **underwriter's endorsement with a certificate of insurance** stating that there is liability insurance presently in effect for the lessee with a combined single limit of not less than \$1,000,000 per occurrence, and \$2,000,000 aggregate; and that Business Automobile Liability insurance (where applicable) is in effect with a minimum coverage of \$1,000,000 per occurrence. The certificate holder shall be: Trustees of the CSU.
3. Employer Liability: \$1,000,000.
4. Workers' Compensation: As required under California law.

**The underwriter's endorsement for each certificate shall identify the University as an additional insured by stating the following:**

- a) That the insurer will not cancel the insured's coverage without thirty (30) days prior notice to the University;
- b) That the State of California, the Trustees of the California State University, the California State University, Long Beach, and the officers, employees, volunteers and agents of each of them, are included as additional insureds, except for professional liability and Workers' Compensation insurance.
- c) That the State, the Trustees, the University, and the employees, officers, and agents of each of them will not be responsible for any premiums or assessments on the policy.

VIII. SAFETY REGULATIONS

As a component of applying for a film permit on campus, you must submit an effective Injury and Illness Prevention Plan, as required of all employers conducting business within the State of California (ref. CCR, Title 8, section 3203.) The University requires your compliance with all California Occupational Safety & Health Administration (CalOSHA) General Industry and Construction Industry Safety Orders with any production company pre-filming, filming, and post-filming activity on campus and with the condition and placement of your equipment. The University must approve any special effects your production company does on or in close proximity to the campus. We will also assess and identify where the location of film equipment will be placed on campus during the film shoot. Filming equipment (i.e., cameras, trucks, props, generators, and electrical cords, etc.) shall be set up in a fashion that does not create safety hazards. Film crews must take steps to ensure that the placement of such equipment does not result in tripping hazards, fire hazards, blocked exits, or other safety concerns. Protective matting is required over all cords, which cross walkways. Generators must meet university noise-level and voltage requirements. Fueling of generators must be carried out so as to eliminate any spills of fuel. Any releases of fuel or other fluids from generators or



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other internal combustion engine driven equipment must be prevented from entering university catch basins, and must be cleaned up promptly. Generator exhaust and emissions must be in compliance with the South Coast Air Quality Management District clean air regulations. Open flames and or the University must approve use of fire in advance.

The University also requires your compliance with all federal, state and local laws and regulations.

IX. PUBLIC NOTICES

Filming notices are required around the area of your production. The signage must be placed in highly visible locations where pedestrian traffic is expected. The placement of signage and signage equipment shall be set up in a fashion that does not create safety hazards i.e. tripping hazards, fire hazards, blocked exits, or other safety concerns. The signage may not be posted on buildings, walls, rails, posts, poles or any fixture on campus. The signage must be placed on standing frames. These may be provided to you upon request. All signage must be removed and disposed properly before you leave the area. Failure to do so will result in cost assessment against your deposit. If the University provides frames, they must be returned in the condition that they were provided to you. Signage may be provided for an additional fee. Where simulated car chases or scenes involving gun fire are to be employed, University Police must be notified in advance and the signage must also reflect this information.

Signage Language:

By default the signage should read, "Filming in Progress Today." For arrangements with exclusive access. The signage should read, "This area Closed to the Public - Filming in Progress." Additional Public Notices may also be required upon review of your filming request.

X. CAMPUS ACCESS REGULATIONS

The University shall retain the right to inspect the premises covered by this Permit at any or all times. There are high peak traffic hours on campus when school is in session. Our office will advise you of these periods, which range from early morning to late afternoons. For major productions, we will require that all vehicles arrive before 7:00a.m. and depart the campus after 6:00 p.m., unless otherwise indicated. All drivers must have a valid driver's license and must adhere to all driving safety laws. Driving on campus is restricted to campus roadways and parking facilities only. Driving is prohibited on sidewalks, special access roads, and on the lawns. Loading zones are available in some facilities and may be used for loading and unloading purposes only. Vehicles may not park in loading zones for more than 30 minutes at a time. Some driving areas on campus have height restrictions. Skateboarding is prohibited in all areas of the campus. While on campus, it is important to adhere to permanent and temporary signage for accessing approved areas. Unless exclusive use of an area is requested and approved, you may not close off any areas to the campus community. Full and complete access must be maintained at all times, unless specific arrangements have been made and indicated on your filming permit. The University enforces the City of Long Beach noise ordinance from 7:00am to 10:00p.m. Filming is prohibited before 7:00am and after 10:00p.m.

XI. ALTERATIONS TO PROPERTY

You may not make alterations, place or attach any fixtures, signs, or equipment in, about or upon University property except those alterations, fixtures, signs and equipment described in advance and approved by the University. Any fixtures, signs and equipment provided by you shall remain your property and shall be removed by you from University property prior to the termination of the filming permit. If required, you must renew or restore property to the same condition as that existing



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at the time of entering your filming permit. Temporary construction shall be conducted in a fashion that shall neither damage university property nor in any way endanger faculty, staff, students, or visitors. No construction and alteration of the university building's interior or exterior is allowed at anytime. The University must approve the erection of building facades and other construction that could impede fire lanes or otherwise affect the safety of pedestrians or building occupants. All construction, equipment set-up, and other activities associated with filming must be conducted safely and in accordance with Federal, State, and City standards. As such, employees associated with the film project must use required personal protective equipment and apply safety procedures that will ensure their safety as well as that of university employees, students, and visitors

**XII. DINING REGULATIONS**

The University 49er Shops reserves the rights to any commercial sales of food items and beverages on campus, therefore commercial catering trucks are not authorized on campus. If you are providing your own meals and drinks, dining areas shall be set up only in areas determined and approved by the Campus Events Office. The selection of such areas will take into consideration the suitability of the location, the safety of pedestrians, the obstruction of emergency exits and fire lanes, and damage to the grounds. Production companies are required to maintain and control litter in designated and or available dumping bins.

Dining facilities are available on campus during normal operating hours. Check with our office for current listing. (Convenient stands, Beach Hut, Carls Jr., Boars Head, and Catering services)

Alcohol consumption is prohibited on campus. You **may not** bring or consume alcohol on campus unless purchased from and consumed in approved campus alcohol service dining facilities.

**XIII. CSULB FILM STUDENTS AVAILABLE**

The University encourages the involvement of CSULB film students in productions on campus. If you have a need for temporary production assistants please contact Stephen Hubbert of the CSULB Film Department at (562) 985-5573 for arrangements.

**XIV. REQUIRED FEES**

This provides you with a general idea of how fees are assessed. **Please note** that these are estimates only and should not be considered as actual quotes. Each filming/photography application is assessed on an individual basis.

- |  |  |
|--|--|
| 1. Filming Permit                      |  |
| Motion Picture/Video                   | \$500.00 / 4 hours - Minimum requirement |
| Still Photography (more than 2 people) | \$500.00 / 4 hours - Minimum requirement |
| Still Photography (1 to 2 people)      | \$250.00 / 4 hours - Minimum requirement |
| 2. General location fees               | \$25.00 Minimum                          |

Certain venues and facilities such as the Pyramid require more fees. However, University property averages at \$25.00 per location (interiors and exteriors are separated) and is assessed separately based on the extent of use. A parking lot(s) needed for filming is also considered a facility and may have separate fees from parking arrangement fees applied to the filming permit.



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XIV. REQUIRED FEES continued

3. Parking Services Fees Varies

Parking fees are required on campus seven days a week for organized events. The Parking office must certify your request prior to the approval of your film permit. This office will assess the best parking facilities and arrangements for your use based on university parking priorities.

Generally, each parking space occupied is \$5.00 with a minimum of \$100 per film shoot, plus additional fees assessed on a case by case basis. Flat fees are also available for smaller productions. The determination of additional fees are based on required attendants, required reservations, lot signage, lot cleaning, parking lot impact, technical support, and the nature and scope of parking lot usage. Most parking lots are surface lots; however, we also have a 3 module 6 level parking structure with a maximum vehicle height of 8' 2".

Required information: Number of vehicles expected. Time of first vehicle arrival. Time of last vehicle departure. Description and size of vehicles (cube trucks - 5-ton truck, etc); nature and scope of lot usage; your parking preferences, handicapped individual requirements. A supplemental application may be required by the Parking Office for additional information.

4. Facilities Management Fees Varies

Facilities Management will assess required services based on the extent of impact on campus facilities. These fees include but are not limited to:

- a. Custodial support
- b. Grounds prep and recovery (irrigation, flagging for tents, aeration, etc)
- c. Trades and technical support
- d. Assessment of weight sensitive areas.
- e. Industrial signage
- f. Post-production repairs or replacement of facilities fees

5. Safety and Risk Management fees \$50.00 per hour minimum

The Safety and Risk Management office must certify and approve your filming permit for all special effects and potential risk factors surrounding your permit application. The review and approval process is a minimum of \$50.00 per hour, and is only assessed when needed.

6. University Police Fees & On-site Supervision Varies

The University Police Department enforces the filming permit. The University Police Department must certify your request prior to the approval of your film permit. They will assess all security concerns and advise our office of required fees. A University Police representative will serve as the University's official designee for managing the University filming permit during the filming process. All information relevant to the filming must be secured in advance by the Events Office for transmittal to University Police. The University Police will also be responsible for submitting the filming application for approval by the State Fire Marshall.

University Police fees include but are not limited to:



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- a. Officer \$86.00 per hour
- b. Dispatcher \$55.00 per hour
- c. Administrator \$100.00 per hour
- d. Community Service Officer \$15.00 per hour
- e. Cancellation fees for scheduled supervision Varies

7. E. O. Expedited Fee 25% of Film Permit fee

An expedited surcharge will be assessed for requests made less than 6 weeks prior to the arrival date on campus. This percentage is imposed on the film permit only and is not a combination of all fees related to the filming.

8. E.O. Coordination and Processing Fee \$250.00

The Events Office will coordinate and process your request through appropriate University protocols. A client service agent will be assigned to manage your request, assist film company personnel with a walk-through, handle contract negotiations, secure permission to film from the various venue managers, and cooperate with University Police for on-site management. Some venues will require their own personnel present for the filming process. The respective venue managers assess those fees. An initial assessment of campus facilities is available at no cost to location scouts, after which a processing fee is required prior to coordination of the filming permit.

9. Cancellation Fee \$500.00 minimum

A minimal permit fee will be charged if the cancellation occurs after the contract has been signed or within 48 hours of the scheduled shoot (excluding weekends), regardless of whether a contract is in effect.

10. Non Compliance Fee \$500.00 minimum

A minimum Permit fee will be charged for set dressing and/or striking on the day(s) not included in the permit. This non-compliance penalty will be assessed on your security deposit for any violations of the filming permit. The University may also rescind the contract at that time and terminate the filming and/or photography session(s) taking place.

11. SECURITY DEPOSIT: \$250.00 minimum

A **non-refundable** deposit of \$250.00 is required at the time of booking facilities. This fee will be credited to the film permit processing fee.

Additional security deposits may be assessed depending on the nature and scope of the filming /photography project and subject to a refund only after a post-production inspection of facilities used is conducted and approved by the University. These charges are determined by the reviewing department.



## SUPPLEMENTAL REQUIREMENTS

### XV. NOISE ORDINANCE

The campus adheres to Ch. 8.80 of the Long Beach City Municipal Code, which mandates certain noise levels that may not be exceeded at any time. California State University, Long Beach is located within District Two of the Long Beach City Noise District Map. This district has the following noise restrictions and times:

Night:	10:00 p.m. - 7:00 a.m.	55 decibels (dBA)
Day:	7:00 a.m. - 10:00 p.m.	60 decibels (dBA)

Noise levels are monitored selectively throughout the year, at all times during university operations. University Police enforces the noise standards.

### XVI. STATE FIRE MARSHAL REVIEW PROCESS

The State of California Fire Marshall requires approval of proposed CSULB filming permit applications. Generally, the State Fire Marshall can approve filming activities on this campus within 24-48 hours. If the activities involve a lot of pyrotechnics, it requires a minimum of 4 days notice and an on-site inspection during filming. If pyrotechnics are proposed, the special effects operator must contact the State Fire Marshal, Al Adams immediately. The California Film Commission Application is required by the State Fire Marshall of all CSULB filming permit applicants and is attached with this guideline as Appendix C.

#### Special Effects / Pyrotechnics

The University requires compliance with Title 19 of the California Code of Regulation concerning the types of special effects involving pyrotechnics that are approved for use and the appropriate special licenses required by operators of those devices. Appropriate documentation and certification on all production company employees, contractors or sub-contractors that will handle, rig, and /or detonate pyrotechnic devices is required at the time of the University film permit review process.

The University Police will serve as the primary liaison to the State Fire Marshall. With the exception of pyrotechnics, the University Police will submit all other required information to the Fire Marshall on your behalf. We recommend the three-week timeline required by the University as ample time to meet Fire Marshall terms and be able to respond to additional requirements.





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APPENDIX A  
 PRODUCTION COMPANY INFORMATION

Project Title:

What type of Filming Project is this? (Ex. Feature film, Documentary, Non - Broadcast Video...etc.)

Access Date(s) and Times:

Arrival: \_\_\_\_\_ Departure: \_\_\_\_\_

Company Name:

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Main Phone #: \_\_\_\_\_ Main Fax #: \_\_\_\_\_

II. PERSONNEL:

Producer: \_\_\_\_\_ Phone #: \_\_\_\_\_ Atl. Phone #: \_\_\_\_\_

Director: \_\_\_\_\_ Phone #: \_\_\_\_\_ Atl. Phone #: \_\_\_\_\_

Location Manager: \_\_\_\_\_ Phone #: \_\_\_\_\_ Alt. Phone #: \_\_\_\_\_

Unit Manager: \_\_\_\_\_ Phone #: \_\_\_\_\_ Alt. Phone #: \_\_\_\_\_

Assistant Director: \_\_\_\_\_ Phone #: \_\_\_\_\_ Alt. Phone #: \_\_\_\_\_

Transportation Captain: \_\_\_\_\_ Phone #: \_\_\_\_\_ Alt. Phone #: \_\_\_\_\_

**Total # of Crew:** \_\_\_\_\_ **Total # of Cast:** \_\_\_\_\_

III. VEHICLES:

Trucks: \_\_\_\_\_ Motor homes: \_\_\_\_\_ Autos: \_\_\_\_\_

Picture Cars: \_\_\_\_\_ Vans: \_\_\_\_\_ Camera Cars: \_\_\_\_\_

Generators: \_\_\_\_\_ Trailers: \_\_\_\_\_ Others: \_\_\_\_\_

IV. EQUIPMENT:

# Of Cameras: \_\_\_\_\_ Types of Cameras: \_\_\_\_\_

# Of Props: \_\_\_\_\_ Types of Props: \_\_\_\_\_

# Of Sound Package: \_\_\_\_\_ Type of Sound Packages: \_\_\_\_\_

Type of Grip Equipment: \_\_\_\_\_



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APPENDIX B  
PRODUCTION DETAILS

DATE(s)	Set-Up Times Arrival and departure time at each location	Filming Times Actual filming and/or photo-shoot times.	LOCATION(S) Describe in detail - Access to parking lots, campus grounds; set construction/installation, temporary modifications to University property.	DESCRIPTION OF SCENE(S) Describe in detail - Include use of vehicles, children, animals, firearms, explosives, or hazardous materials, or equipment.
	Start:  End:	Start:  End:		
	Start:  End:	Start:  End:		
	Start:  End:	Start:  End:		
	Start:  End:	Start:  End:		
	Start:  End:	Start:  End:		
	Start:  End:	Start:  End:		
	Start:  End:	Start:  End:		

Please attach any additional pages as needed. Copies of the script or story board identifying the scenes described in this appendix are required for permit processing.

# Application

**State of California**

Photography/Motion Picture Permit

California Film Commission

7080 Hollywood Boulevard, Suite 900

Hollywood, California 90028

Phone:323-860-2960

Fax:323-8602976

Date \_\_\_\_\_

**Company**

**Phone #'s**

Name: _____	
Address: _____	
_____ Country: _____	Fax: _____

**Project**

**Personnel**

Title: _____	Director: _____
Type: _____	UPM: _____
Tel#'s _____	LocMgr: _____
	Other: _____

**Locations (Including City and County)**

_____
_____
_____

**Activities**

_____
_____
_____

**Shoot Dates**

**Between The Hours Of**

1 _____	_____
2 _____	_____
3 _____	_____

**Vehicles**

**Pyrotechnics**

Truck: _____	Motorhomes: _____	Total #of Day _____	Description: _____
Auto: _____	Picture Cars: _____		Sp.F/X #: _____
Vans: _____	Camera Cars: _____	Total # of Personnel _____	Technician: _____
Cater: _____	Generator: _____		License #: _____
Other: _____	Trailer: _____		Phone #: _____