
USC Campus Filming Office

Filming Packet

TABLE OF CONTENTS

I. Procedures Checklist

A step-by-step to do list and timeline.

II. Guidelines and Procedures

The details. Note: The last page of this section must be signed and returned with your application.

III. Fees

Filming fees, location rentals, personnel fees, etc.

IV. Application

This must be completed and returned to our office in order for you to place a location hold.

We request a minimum of **seven business days** notice (from the time we receive a completed application to the first day of prep or shooting) in order to properly plan a production.

The final tech scout be completed **no less than four business days** prior to the first day of prep or filming. Failure to meet these minimums may result in a rush fee.

If you have any questions or a filming inquiry, contact the **USC Campus Filming Office** at **213.740.6951**.

THANK YOU FOR CHOOSING USC.



I. Procedures Checklist

These steps must be completed in order to film on campus. Please note that the number of days required are the requested minimums. The more lead time, the better.

8+ BUSINESS DAYS PRIOR TO FIRST DAY OF PREP/SHOOT

- Set up an appointment to scout the campus. If you know the specific dates and locations you are interested in, please give us that information and we will do a preliminary availability check.
- Read through the “Fees” and “Guidelines” sections of this packet. If you are in complete agreement with everything, sign the last page of the “Fees” section.

7+ BUSINESS DAYS PRIOR TO THE FIRST DAY OF PREP/SHOOT

- Complete the “Application for Filming at USC” form (last four pages of this packet). **No area will be held until we have a complete application on file from you. Priority is based on the time of RECEIPT of the application.** If a second request comes in for the same day(s) you requested, we will require a non-refundable deposit equal to a full day rate of the challenging production. If you do not cancel, this deposit will appear as a credit on your final invoice.
- Send the following to your USC Filming Liaison:
 - the signed signature page at the end of the “Fees” section of this packet, the application, filled out completely
 - a complete script or storyboard (The script/storyboard must be approved by the Campus Filming Office before final approval can be given.)

6+ BUSINESS DAYS PRIOR TO THE FIRST DAY OF PREP/SHOOT

- Wait for a preliminary approval from the Campus Filming Office. During this time, we will complete the following:
 - place a preliminary hold on the areas and dates requested
 - review script for content
 - check for other events scheduled in any surrounding campus areas that might cause a noise or physical conflict
- Schedule a tech scout (once you have been given preliminary approval).
****The tech scout must occur no fewer than four business days prior to filming.****A 10% Rush Fee will be charged for any tech scouts completed 1-3 days prior to the shoot.

4+ BUSINESS DAYS PRIOR TO THE FIRST DAY OF PREP/SHOOT

- Complete final tech scout. Everything you wish to bring in terms of set dressing, special effects, large equipment, etc. must be fully disclosed at this meeting. **Also, please be prepared to discuss placement of any cranes, generators and all production vehicles.**

Once the University has approved all requests discussed during the tech scout, you will be notified that your shoot has been approved.

Approval to film should not be assumed until each of these steps has been completed and you are given final approval by a USC Campus Filming liaison.

3+ BUSINESS DAYS PRIOR TO THE FIRST DAY OF PREP/SHOOT

- After the tech scout, your filming liaison will send you an Estimate of Fees which will include your required deposit amount. -----
Obtain your film permit from Film LA.

1+ BUSINESS DAYS PRIOR TO THE FIRST DAY OF PREP/SHOOT

- We will email to you our Production Agreement for your review and signature. Let us know if you require a draft sooner to submit to your legal department. We will not make changes to contracts within 24 hours prior to your production.
- Provide your liaison with the following:
 - Signed contract
 - Deposit check (amount on Estimate of Fees) Fed ID # 95-164-2394
 - Insurance certificate naming the university as additionally insured:

University of Southern California
Campus Filming Office
Attn: Torie Daves
3434 S. Grand Ave., CAL 140
Los Angeles, CA 90089-2218
 - Copy of your Los Angeles City film permit
 - Copy of your fire permit and tent permits (if applicable)

II. Guidelines and Procedures

1. ACCESS

With rare exception is filming allowed in interior areas before 5:00pm. Regardless of the time or location, it is important that the university community have access to all active facilities. Permission to film on campus is contingent upon the film crew allowing for access to locations where filming is taking place.

2. SCRIPT APPROVAL

A complete copy of the final script or storyboard must be submitted for approval by the campus filming liaison. Script approval must be granted prior to the signing of the contract. Any script changes or additions (including title change) must be brought to the attention of the filming coordinator once approval has been granted. Scripts can be rejected on the basis of drug usage, excessive violence, nudity, racism/sexism or if deemed to be obscene, overly sexually explicit or in any way derogatory toward education, including anything that portrays students or faculty in a negative manner.

3. INSURANCE

When filming on campus or at a University-owned property, production must provide USC with a \$1 million certificate. If filming at the Galen Center, a \$2 million certificate is required. In both cases, the University must be named as the additional insured. See the Procedures Checklist (page 3) above for more information.

4. PLACEMENT OF FILMING EQUIPMENT

Filming equipment (e.g., cameras, tracks, props, generators, and electrical cords) shall be set up in a manner 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. **In all cases, cable coverings must be used when cables are laid out across a walkway or in a hallway.**

5. LAYOUT BOARD/MATS/BUBBLE WRAP

In all internal and some external locations, you are required to place cardboard sheeting (lay-out board), protective matting and/or bubble wrap on the floors, walls, decorative pieces or passenger elevators so that damage from equipment does not occur. Exceptions may be made only with approval from the Campus Filming office.

6. SET DRESSING

You understand that you may not drill, nail, glue or alter any campus property in any way without permission from the USC Campus Filming liaison. If this permission is granted, you understand that you must return property to its original state.

7. PRODUCTION VEHICLES

On-campus parking is provided on an if-available basis and must be pre-arranged with your Campus Filming liaison. **Please note that all vehicles, regardless of if they are personal or production vehicles, must, upon entering the campus, stop at the guard gate and obtain a parking pass. This pass must be placed face up on the car's dashboard. Any vehicles without passes will be ticketed and tickets will not be revoked once issued.**

Also note that you may not park in any parking space that has a "Reserved" sign on it. Doing so may result in a parking citation that cannot be revoked.

Vehicles and equipment associated with filming must be parked in locations that do not block designated fire lanes or access to fire protection equipment (e.g. fire hydrants), fire department connections, emergency exit routes, walkways or handicapped ramps or parking spaces that are not specifically reserved for the production. In areas where vehicle parking will affect pedestrian traffic, film crews will be expected to set up appropriate signage and safety barriers (e.g. cones) to alert pedestrians to potential hazards.

Cones must be put around all production vehicles, including the generator(s).

Prior approval must be given if using a Condor or other heavy crane on concrete or bricks. If using a Condor or other heavy crane on grass, plywood must be laid out under the tires when driving and when parked. All cranes must be coned off with caution tape around them.

8. SIGNAGE

All directional signs on campus (e.g., for crew/truck parking or directions to set) must be attached to stanchions or cones and may not be hung on anything, including trees, poles, etc. The company may supply their own stanchions or can rent them from the university.

9. LA CITY FILMING PERMIT/TENT PERMIT

All productions filming/videotaping/ photographing on the USC campus are required by the City of Los Angeles to obtain a filming permit through FilmLA (FilmLA.com). FilmLA will require that you notify the Los Angeles Fire Department's Film Unit.

If you are using a tent (larger than a 10 x10) for any purpose, a copy of the tent permit must be posted within the tent or carried by the location manager. The permit must be presented upon request.

10. USE OF FIRE HYDRANTS

The use of fire hydrants and other fire protection equipment for purposes of filming (wet downs, etc.) must be coordinated with your Campus Filming liaison prior to the first day of filming.

11. CONSTRUCTION

Temporary construction should neither damage university property nor in any way endanger faculty, staff, students, or visitors. Prior to construction, the USC Department of Risk Management and Insurance 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 OSHA and LAFD standards. As such, employees associated with the film project must utilize safety procedures that will ensure their safety as well as that of university employees, students, and visitors.

12. REFUELING/FUEL TRUCK ON CAMPUS

- Fuel trucks need to be staged off campus until needed for refueling only.
- The truck needs to be a fully and properly equipped refueling truck.
- Generators MUST be shut down before refueling. "Hot refueling" is not permitted on campus.
- An exclusion zone with a perimeter of a minimum fifty (50) foot radius shall be established prior to any refueling operation.
- Refueling will be a two-person operation with one person pumping and the other with a fire extinguisher in hand.

13. USE OF USC MARKS/COLORS, ETC.

In most cases, you will not be permitted to photograph or use any written signs or any other evidence that directly or indirectly identifies the University or any building name. This includes:

- Use of the University's name or the name of any building owned by, or found on the USC campus, in spoken word or in written manner
- Have the words "Southern California," "USC," "SC," "Trojan," "Troy," or any variation thereof used in the fictitious school's name or when referencing the school
- Make reference to the fictitious school being located in "Los Angeles" or "L.A."
- Use of cardinal and gold together or any shade of red and yellow together as the fictitious school colors
- Use a school mascot that resembles a Trojan warrior, a horse, or other identifiable indicia of USC
- Photograph iconic or trademarked items including the Trojan Warrior Statue (Tommy Trojan), the Horse Statue (Traveler) and the globe atop the VKC Bell Tower.

14. TECH SCOUT

Tech scouts must occur a minimum of four business days prior to the first day of prep/shoot. We allow two hours for all tech scouts, and book the locations being used for 30 minutes each. If you feel you may want to be in any given area for longer than 30 minutes, please notify us at least 24 hours prior to the scout. There will be a personnel fee for representative(s) from the Campus Filming office at a rate of \$75/hr/person for any tech scout longer than two hours. We ask that crews refrain from meal breaks, meetings or other extended down time during the tech scout.

15. SOUND CONFLICTS

As USC is an active, working university, there may be unforeseen sound conflicts on campus that may not be able to control despite the Campus Filming Office's best efforts to ensure a quiet location for production.

16. USC PERSONNEL

The university requires at least one employee from the Campus Filming office at each location being used on

prep, shoot and strike days. Additional employees, such as security personnel and location site reps, may also be added, depending on the needs and size of the shoot.

17. DAMAGE

Should any property be damaged during production, you agree to have it repaired or replaced, or to pay the University to repair or replace, as determined solely by the University.

18. RELOCATION

Should any University property or furnishings be moved to facilitate production, you agree to return them to their original location by the end of the term of the license.

19. CREW BEHAVIOR

You agree that all personnel in any way connected with the production, who are brought onto the USC campus, will abide by all University regulations regarding alcohol, smoking and offensive language or behavior.

USC is a smoke-free environment. Smoking is therefore prohibited in all indoor and outdoor facilities on University-owned and leased property with no exception, including within vehicles parked on those properties.

This includes all University-owned and leased housing, dining, hotel, retail, athletic and performance facilities and all teaching, research, clinical and office space. In addition to University-owned and operated student housing facilities, this policy also applies to any property occupied by any fraternity or sorority officially recognized by the university.

For purposes of this policy, smoking is defined as inhaling, exhaling, burning, carrying or possessing any lighted cigarette, cigar, pipe, electronic cigarette, hookah or other lit product and including the use of any substance, including but not limited to tobacco, cloves or marijuana.

USC reserves the right to have anyone associated with a production ejected from the campus for disrupting the operation of the University, or for being offensive (including, but not limited to, language, clothing or other items seen in production vehicles) to students, staff, faculty, administrators, or visitors to the USC campus.

III. Fees

Please note that fees are a la carte. If you are preparing a preliminary budget, use the fees from each of the sections below that pertain to your shoot.

1. CAMPUS FILMING PRODUCTION FEE

This fee covers your license to film on the USC campus and includes one filming liaison who will manage pre-production scouting, walk-throughs, tech scouts, and day-of oversight. The fee also includes all pre-production including the obtaining of approvals, work requests and all production-associated paperwork and contracts.

These fees are in effect from arrival of the first production vehicle (including the catering truck) to the departure of last production vehicle. All other costs, including additional personnel and location rental fees, are separate.

If your total number of cast/crew/extras totals less than 25, please contact the Campus Filming office to inquire about any special pricing.

Still Photography	\$225/hour
Internet Spot/Industrial.....	\$300/hour
Television/Web Series	\$475/hour
Commercial/Mini-Series/ Movie of the Week	\$550/hour
Feature Film.....	\$675/hour
Spec Spot/Documentaries/PSA.....	Based on size of shoot
Set-Up/Strike Day	50% of the applicable production fee

2. RUSH FEES

To ensure that you receive all approvals and your production meets your expectations, we request that a fully-completed application be submitted to our office no less than seven business days prior to the first day of prep or filming. We also request that a final tech scout be completed no less than four business days prior to the first day of prep or shoot. Should either of these occur later than these deadlines, you will be assessed a per-item rush fee of 10% of your total Campus Filming Production Fee.

3. WEEKEND/HOLIDAY/AFTER HOURS/EXCESSIVELY LONG SCOUT FEES

For scouts that take place after 5 pm Monday-Friday, on a weekend, during a university holiday, or that last longer than two hours, a personnel fee of \$75 per hour, per person (up to eight hours) will be billed, regardless of whether or not you film at USC. For weekend or holiday scouts, there is a three hour minimum.

4. LOCATION RENTAL COSTS

Listed below are some of our more often used locations. Areas not listed here can be quoted upon request.

ATHLETIC FACILITIES

Baseball Stadium	\$200/hour
Basketball Gyms	
PE Building	\$200-\$275/day; \$1200-\$1650 cap
Lyon Center	\$500/hour; \$3000 cap
Galen Practice Gyms	\$250/hour
Basketball Arena (Galen Center)	\$14,000/day, plus personnel \$1000 catering buyout (if desired)
Football Practice Fields	
Outdoor, no bleachers (Howard Jones Field)	\$1500/day
Indoor turf field, no bleachers (McKay)	\$1600 (1-4 hours); \$3200 (4-8 hours); \$600/hour (over 8 hours)
Intramural Field (Brittingham Field)	\$250/hour; \$1500 cap
Pools	
Competition Pool.....	\$400/hour; \$2400 cap
Dive Pool	\$300/hour; \$1800 cap
Indoor Pool.....	\$300/hour; \$1800 cap
With locker rooms	\$200/hour; \$1200 cap
Soccer Field with Bleachers.....	\$1500 for 1-4 hours; \$3000 cap
Tennis Stadium	\$1200/day
Track and Field and Stadium	\$500/hour; \$3000 cap
Track only.....	\$200/hour/\$1200 cap
Field only.....	\$300/hour; \$1800 cap
Workout gyms/weight rooms	
PE 201	\$125/hr; \$750 cap (martial arts)
Lyon Center	\$200/hour; \$1200 cap
McKay Center.....	\$1600 (1-4 hours); \$3200 (4-8 hours); \$600/hour over 8 hours

INTERIORS

Bovard Auditorium	\$660/hour (\$5280 cap), plus personnel
Classrooms/Lecture Halls	\$200/hr
Hallways.....	\$200/hr
Laboratories	\$200/hr
Libraries	\$600/hr (1-4 hours); \$5000 flat fee thereafter
Museums	
Pacific Asia Museum (Pasadena)	\$200-\$350/hr
Fisher Art Gallery.....	\$200/hr
Performance Venues	
Tommy’s Place	\$500/hr; \$4000cap (plus personnel)
Restaurants	
UrbnMrkt.....	\$5000/day (plus labor, if needed) available after 3:30pm only
The Lab	\$10,000/day (plus labor, if needed) available before 4pm only

EXTERIORS

Parks and Grass Quads	\$78-\$192/hr
Plazas and Courtyards	\$78-\$192/hr
Walkways	\$78-\$192/hr

5. PERSONNEL FEES

Campus Filming Liaison	(One liaison included in Campus Filming Production Fee)
Additional Liaison*	\$75/hr (1-8 hours)
	\$112.50/hr (8-12 hours)
	\$150/hr (12+ hours)
USC Security Officer	\$45-\$65/hr/officer
Site Manager***	\$35-\$50/hr (overtime rates may apply)
Lifeguard****	\$20/hr

*Additional liaisons may be required if production is utilizing more than one location

***Site managers may be required if a location requests that a member of their own staff be present during filming

****One to two lifeguards are required when filming in or around a pool

Please note that if any USC employee has less than a 12-hour turnaround between prep/shoot, shoot/strike, we will ask the production to pay for hotel accommodations.

6. PARKING FEES

Parking space	\$12 per space
Barricaded parking space	\$14.50 per space
Non-designated parking area	\$12 per vehicle (plus rental of open space)
Bagged meter/barricaded meter space	\$60 per meter per day
Barricaded yellow zone	\$60 per day
Red zone (if approved)	\$75 per day
Gate attendant	\$35 per hour

7. OPERATIONS AND MAINTENANCE

An hourly fee ranging from \$25 per hour to \$100 per hour will be charged for any maintenance-related work. This includes items such as air conditioner, fountain, sprinkler, or light turn-off or -on. An itemized list of services and prices is available upon request.

8. CANCELLATION FEE:

A fee equal to 50% of all Campus Filming-related fees (prep/strike, production, rush, personnel) will be charged if the cancellation occurs after the contract has been signed or within four working days of the scheduled shoot (excluding weekends), regardless of if a contract is in affect or not.

If the cancellation occurs within two working days of the scheduled shoot, all fees will be billed at 100%.

In either case, if any location has been reserved or any departmental personnel booked (aside from those within the Campus Filming office), those fees will be billed at their full rate.

I have read and understand this packet in its entirety and agree to abide by everything set forth herein.

Location Manager/Production Representative *(print name)*

Signature

Date

IV. Filming Application

To request permission to film on campus, please fill out this form in its entirety and email back to your filming liaison.

Event Details

PRODUCTION INFORMATION

Name of Production _____

Episode Name or No. (if applicable) _____

Type of Production _____

Sound or MOS? _____

DATES

Prep day(s) (if applicable) _____

Shoot day(s) _____

Strike day(s) (if applicable) _____

TIMES (all times are first truck in to last truck out, including catering)

Times of prep day (if applicable) _____

Times on shoot day: Pre-call _____

Call Time _____

Camera Wrap _____

Tail Lights _____

Times on strike day (if applicable) _____

LOCATIONS

Location #1 _____

Times (first in to last out) _____

Location #2 _____

Times (first in to last out) _____

Location #3 _____

Times (first in to last out) _____

CREW INFORMATION

Number of crew members _____

Number of extras _____

Do you need a holding area for extras (other than catering area)? _____

Number of agency personnel (if applicable) _____

Number of client personnel (if applicable) _____

Do you need an area for video village? _____

LOCATION MANAGER/CONTACT INFO

Name of location manager/contact _____

LM's cell number _____

LM's email address _____

PRODUCTION COMPANY INFO

Company name _____

Company address _____

City/State/Zip _____

Transportation

PRODUCTION VEHICLES

Vehicles at Basecamp

Vehicles parking at basecamp on shoot day(s) *(list quantity, type and length)*

QUAN _____ TYPE _____ LENGTH _____

QUAN _____ TYPE _____ LENGTH _____

QUAN _____ TYPE _____ LENGTH _____

Vehicles Near Set

Vehicles you would like to have near the set on shoot days(s) *(list quantity, type and length)*

QUAN _____ TYPE _____ LENGTH _____

QUAN _____ TYPE _____ LENGTH _____

QUAN _____ TYPE _____ LENGTH _____

Misc Vehicles

If not already listed above, will you have any of the following vehicles on campus?

Generator: QUAN _____ SIZE _____

Condor/crane: QUAN _____ SIZE _____

Stakebeds QUAN _____ SIZE _____

Passenger vans: QUAN _____ SIZE _____

Electric carts: QUAN _____ SIZE _____

Other large equipment: DESCRIPTION _____

Transportation

(continued)

Catering

Quantity and length of trucks *(including support vehicles)*

QUAN _____ LENGTH _____

QUAN _____ LENGTH _____

What time will catering arrive? _____

Craft Service

Quantity and length of trucks *(including support vehicles)*

QUAN _____ LENGTH _____

QUAN _____ LENGTH _____

Will they supply their own power? _____

Vehicles on Prep/Strike Days

Production vehicles on prep and/or strike days *(list quantity, type and length)*

QUAN _____ TYPE _____ LENGTH _____

QUAN _____ TYPE _____ LENGTH _____

QUAN _____ TYPE _____ LENGTH _____

Personal Vehicles

How many parking passes will you need on:

Prep day(s): QUAN _____ FIRST ARRIVAL TIME _____

Shoot day(s): QUAN _____ FIRST ARRIVAL TIME _____

Strike day(s): QUAN _____ FIRST ARRIVAL TIME _____

Transportation

Captain's Name: _____

Production Information

SCENE NUMBERS

Scene numbers being filmed on campus: _____

CONTENT

Are there any chase scenes, action scenes, weapons, nudity, pyrotechnics, special effects or yelling in any of these scenes? _____

CONSTRUCTION

Will you need to construct anything on campus? _____

CROWD CONTROL

Any recognizable actors, director, etc. that might be attract a large crowd? _____

Location Information

PHYSICAL PLANT

Do you need any of the following turned on/off *(please specify where and times)*

Air conditioners: WHERE _____ TIME _____

Fountains: WHERE _____ TIME _____

Sprinklers: WHERE _____ TIME _____

Lights: WHERE _____ TIME _____

Bike/bike racks removed: WHERE _____ TIME _____

RESTROOMS

Will you need access to any campus restrooms prior to 7 am? _____

SET DRESSING

Please list all set dressing _____

MISCELLANEOUS

Will you have a BTS (behind the scenes) crew filming your production? _____

Will you be requesting ITC (intermittent traffic control) at any time? At which location(s)?

WHERE _____ TIME _____

WHERE _____ TIME _____

Will production be using any equipment that will lift crew more than five feet? _____

Does production have plans to request approval to use a drone-mounted camera on campus?

PRE-SHOOT

- | | |
|---|---|
| <input type="checkbox"/> All locations approved | <input type="checkbox"/> Sent out film notification |
| <input type="checkbox"/> All surrounding locations (sound) booked | <input type="checkbox"/> Date of tech scout _____ |
| <input type="checkbox"/> Received script/storyboard | <input type="checkbox"/> Estimate sent |
| <input type="checkbox"/> Received insurance cert | <input type="checkbox"/> Contract sent/received |
| <input type="checkbox"/> Received FilmLA permit | <input type="checkbox"/> Deposit check received |

ON SET

- Working trucks location _____
- Generator placement _____
- Video Village location _____
- Crafty location _____
- Extras holding _____
- Early bathroom opening _____
- Barricades _____
- Sprinkler/fountain/lights off/on _____
- Bike racks removed _____
- Video boards shut off _____

PARKING

- Basecamp area _____
- Personal vehicle parking _____
- Confirmation number _____

CATERING

- Truck(s) parking area _____
- Dining area _____

USC PERSONNEL

- Filming liaison(s) _____
- DPS Officers booked _____
- FMS personnel booked _____
- Gate Attendant in early? _____
- Location Site Rep? _____
- Lifeguards? _____