

THE CULVER STUDIOS RULES & REGULATIONS

STAGE OPERATIONS

- All construction, painting, storage of set dressing or sets must be done inside the stage. Breezeway, vestibules and all areas surrounding the sound stages are used for production vehicles and make-up rooms.
- Lot location shoots must be scouted and approved by Studio Operations.
- Stage floors may be painted and/or cut open for set design, however, this must be pre-approved and supervised by Studio Operations. All repairs will be done by The Culver Studios at Licensee's cost.
- Any alterations to the structure of any building must be pre-approved by Studio Operations.
- The maximum weight loads on all stage floors is 15,000 pounds. Any vehicle, prop, set, etc. that is over the limit must be pre-approved by Studio Operations.
- The Licensee is responsible for enforcement of fire lanes on stage. The 4 foot fire lane inside the stages shall be kept clear at all times. All fire equipment, fire hydrants, fire extinguishers, fire hoses and post indicator valves which are painted red must be kept fully operable, clear and accessible at all times.
- When working on a sound stage or in a building used for production, all pedestrian doors must be unlocked and accessible. Do not block aisles, fire lanes or exits.
- Electric panels must be accessible at all times.
- All ladders, set walls or lumber leaning against walls must be secured to walls (tied off) when stored.
- All vehicles used on stages must be pre-approved by the Culver City Fire Department.
- All stages are rented clean and swept and must be returned clean and swept. Upon strike, there will be an inspection of catwalks, grids, walls, stage floor and fire equipment. Any damaged or missing equipment will be replaced and charged to the Licensee.
- Licensee shall not light fires or discharge firearms, smoke effects or pyrotechnics on or about the licensed premises without first obtaining written consent from the Studio, and thereafter, obtaining all necessary permits from the appropriate governmental authorities. Licensee shall in all cases employ a licensed operator to discharge firearms and pyrotechnics. All firearms and pyrotechnics brought onto the licensed premises by Licensee shall be secured properly by Licensee at the end of each shooting day.

SECURITY / PARKING

- Licensee must inform the Security Office of the following:
 - Deliveries to or pick ups from the licensed premises
 - Production equipment vehicles requesting entry onto the lot
 - Any picture vehicles to be parked on stage
 - People entering the lot for casting/extras (notification is needed prior to their expected arrival)
 - All accidents – medical or otherwise
- All vehicles entering the lot must have a TCS parking sticker displayed and park only in their assigned space.
- Speed limit on the lot is 10 miles per hour and 5 miles per hour in the parking structure.
- Keys to offices may be obtained from the Security Department. All keys must be returned or a new lock fee will be assessed.
- Stages will be opened and closed when a Licensee's representative signs the open/close log at Gate #2.
- Stages may be put on "hot lock" by giving Security a list of people authorized to sign open/closed log for the rented stage.
- On lot parking privileges will be revoked after two studio parking citations for parking violations.
- Licensee must submit a crew list and three copies of the daily call sheet to the Security Department.
- The City of Culver City noise ordinance prohibits construction noise during the hours listed. Stage elephant doors must remain closed during the following hours:

Monday – Friday	before 8am and after 7pm
Saturday	before 9am and after 7pm
Sunday	before 10am and after 7pm
- Studio property may not be removed from the lot without written permission from Studio Operations. The security of Studio's property requires that Studio guards be permitted to reasonably search vehicles for any of Studio's property.
- All personal security on Studio's lot is to be administered by Studio.
- Only authorized Studio personnel and law enforcement officers are permitted to carry guns on the Studio lot.

MEDICAL DEPARTMENT

- Licensee is required to notify the medical Department of construction and production start and wrap times.
- Report all medical accidents to the Medical Department.

ELECTRICAL DEPARTMENT

- Contact the Electric Shop prior to rigging a stage for shooting power; AC/DC ampere requirements are needed for power distribution and location of source for hook up.
- It is the Licensee's responsibility to comply to code requirements for AC voltage powered lighting equipment (reference to National Electric Code Articles #520 and #530.) For clarification and update on LA County and Culver City Fire and Safety Department requirements please contact the Electric Shop at extension 3273 for assistance.

TRASH / RECYCLE / HAZARDOUS WASTE STORAGE & DISPOSAL

- The Studio has the exclusive right to supply, deliver and remove dumpsters on the lot. The Transportation Department at extension 3365 requires 24-hour notice for 40- yard dumpsters.
- Recyclable wastes (e.g., paper, aluminum cans, PET & HDPE plastics, glass, etc.), with the exception of construction debris, must be deposited in appropriate recycle bins. Call extension 3433 for information.
- Hazardous Materials (e.g., liquid waste, hard paint waste, flammable liquids, chemicals or corrosive materials) must be stored in safety cans or approved containers in a manner which complies with the Studio's Environmental Management Procedures and all relevant governmental regulations. Approved hazardous materials storage containers are available through the Studio Stage Manager's office at extension 3433. Please contact the Studio's Safety and Environmental department at extension 3433 for more information on hazardous materials storage.
- Hazardous material disposal must be coordinated through Studio Operations or the Studio's Safety and Environmental Department. Storage and disposal of these materials must comply with the Studio's Environmental Management Procedures and all relevant governmental regulations. Call extension 3433 for information.
- Any allowable hazardous materials brought and/or used on site (e.g., flammables, corrosives, etc.) must have material safety data sheets (MSDS) on site and available for review.

GOLF CARTS / BICYCLES

- Obey all regulations pertaining to vehicular traffic, including 10-mph speed limits and all posted signs. Those who fail to comply with the rules pertaining to the use of golf carts and bicycles will be subject to disciplinary action, including the revocation of the right to operate a golf cart or bicycle on the Studio lot.
- Pedestrians, cars and trucks are always given the right of way.
- Only persons in possession of a valid driver's license may operate carts.
- Special care is to be taken while operating carts and bicycles in heavy traffic areas, such as near studio entrances/exits.
- Golf carts must use the west sidewalk near the elevators when coming into the Mansion area. Golf cart and bicycle traffic are restricted from pedestrian walk way adjacent to Gate #2, and are not permitted in the underground parking structure.
- Persons with bicycles are to use the elevator, not the ramp, when entering or leaving the parking structure.

STUDIO STRICTLY PROHIBITS THE FOLLOWING

- Smoking inside any building on the Studio lot.
- Using, selling, dispensing, or possessing illegal drugs or other unapproved controlled substances; or appearing at the workplace under the influence of alcohol or illegal drugs.
- Possession of a weapon on Studio property.
- Making unwanted sexual advances, or creating a hostile work environment through abusive or improper language or conduct.
- Pin-up photos and cartoons of a sexual nature.
- Skate boards, roller skates, roller blades, electric bicycles, manual and motorized scooters on the Studio lot.
- Animals on the Studio lot unless they are cast in a production. They must be caged or leashed and accompanied by a trainer at all times.
- Distribution of unauthorized literature (written or printed material) of any type on Studio property.
- Cameras (unless pre-approved by Studio Operations).
- Licensee's personnel entering any stages or offices not licensed by Licensee.
- Violent behavior to include any threatening or intimidating of any person, employee, customer or vendor.