

**Appendix B**

**THE CULVER STUDIOS  
SECURITY**

**OFFICE HOURS:** 9 AM to 6 PM  
**(310) 202-3347**

**FAX NUMBER:** (310) 202-4969

**24 HR GATE: # 2 (on Ince Blvd.)**  
**(310) 202-3254 / 3255**

**24-Hour Drive On Line: (310) 202-3230**



**Welcome to The Culver Studios!**

*Our Security Staff is here to help you with parking, keys, and stage security. Following is important information for you to know in order to make your stay with us as pleasant as possible.*

**BEFORE YOU ARRIVE**, please submit to the Security Office (not the gates):

1. **Stage Prep / Construction / Art Department Crew List**
2. **Equipment List:**
  - Type and size (i.e. 10 ton, cube truck – 15ft, 5<sup>th</sup> wheel trailer – triple pop out)
  - Date of arrival/departure for each piece
  - Which ones *need* to be nearest to your stage?
  - Please make sure to include everything that needs to be parked by your stage(s), including **cranes, scissor lifts, booms, generators, etc.**
  - **On cranes, scissor lifts, booms, etc.:** it is **your** responsibility to make sure that **all** equipment rentals are picked up by the end of your stage rental. Failure to do so may result in a charge to either you or the rental company or both

*Parking space for your equipment will not be confirmed if Security is not advised in time to arrange sufficient space. **Please bring only equipment needed for this studio shoot.***

**NOTE:** Shooting Companies have priority for equipment parking. If your company is Prepping or Striking, your equipment may be re-arranged for the convenience of a shooting company.

**NOISE ORDINANCE (Stages 9, 10, 14, 15, 16)**

All elephant doors outside must remain closed and construction or equipment noise outside of stages during the following times is prohibited (*per the city of Culver City*):

<b>Mon. - Fri.:</b>	<b>Before</b>	<b>8 a.m.</b>	<b>or</b>	<b>after 7 p.m.</b>
<b>Sat:</b>	<b>Before</b>	<b>9 a.m.</b>	<b>or</b>	<b>after 7 p.m.</b>
<b>Sun:</b>	<b>Before</b>	<b>10 a.m.</b>	<b>or</b>	<b>after 7 p.m.</b>

- Incoming and departing trucks must abide by the same hours, unless prior clearance is given by Studio Management to **arrive or depart** during Noise Ordinance hours
- If your company does not comply with these regulations, either production will be shut down until standard operating hours **or** a Security Officer will be attached to your production at your expense (**\$50/hr**)

**PRELIGHT / SHOOT** please submit to the Security Office (not the gates):

- Complete shooting crew list (including client/agency personnel)
  - VIP list: depending on your stage rental(s), the number of VIP spaces issued to you varies, you will generally have a minimum of **5 VIP spots**
  - \* Please **\*asterisk\*** your VIP's **OR** submit a separate list – **please construct your list in descending order (most VIP at the top)**
- List of any picture cars – **a Stage Manager must be notified if you plan to park picture car(s) inside your stage(s)**

***The sooner this information is submitted to our office, the better! If you fax your list overnight, you run the risk of extending the amount of time it takes your crew to get onto the lot and/or not having your VIP personnel parked properly and expeditiously. Using a CALL SHEET FOR clearance also slows down the clearance process***

**STRIKE CREW** please submit to the Security Office (not the gates):

- All parking assignments expire on your last shoot day, please submit a complete strike crew list

**THINGS TO KNOW REGARDING CREW PARKING:**

**All visitors** to The Culver Studios **without** either a Sony/TCS – issued badge **OR** an approved production badge **and** valid TCS parking pass/decals must:

- Show valid, government-issued ID

- Have their vehicles visually searched (including trunk)

**in order to gain entrance onto the lot**

**Parking Outside your Stage / South End Parking (outside Stages 9, 14, 15, 16):**

- The Culver City Fire Dept. restricts parking by working stages to production equipment. The security office must clear all personal cars parked near the stages and/or on the South End.
- All vehicles parked in a red or striped Fire Zone will be cited

**VIP Parking:**

- The number of spaces available depends upon the activity on the lot, normally 5-8 spaces
- Your VIPs are also *our* VIPs! Please understand that we will work with you to provide optimum parking arrangements for your production given the current availability

**General Parking :**

- If you have been issued an “**assigned**”/**specific number parking space** (either above ground **or** in the parking structure), ***park in your assigned space only***. If you find another vehicle parked in your assigned parking space please notify a parking attendant or Security Officer
- **All** ground level spaces are assigned and require a current parking pass
- “**Unassigned**” parking assignments are in the underground structure. All tandem spots (unless otherwise posted) and all spaces after #255 are designated “**Unassigned**” spaces
- If the lot is nearing capacity, a Valet Attendant will advise you where to park
- **Tandem parking spaces:** If you are parked behind another vehicle you must leave your key with a Valet Attendant. ***Retain your parking stub! After 10PM, all keys are left at Gate 2***

**The Washington Lot:**

- Located directly across from the Mansion (Building C), sandwiched between **Culver, Washington, and Ince Blvd's** – entrance is off of **Culver Blvd.**
- Every vehicle must display a valid parking pass or decal **OR** the driver must be on an approved parking list

**TCS CITATION POLICY (in brief)**

Our department conducts regular patrols of our parking areas to ensure that everyone parks in his/her assigned area/space. In the event that we find **illegally parked vehicles** (or you call us to investigate someone wrongfully parked in a space assigned to your production):

**Violators**

1. **First violation:** receives a TCS citation
2. **Second violation:** receives a TCS citation **and** a RED Warning Tag clearly stating that the **next** violation will result in a **Culver City Police Department** citation
3. **Third violation:** results in a Culver City Police Department citation (minimum **\$38 fine**)

**PARKING ATTENDANT HOURS: MONDAY – FRIDAY (Hours subject to change)**

**Parking Structure**

- 6:00am – 10:30pm
- 10:30pm: vehicle keys sent to Gate 2 – ticket stub required for pick up

**Washington Lot**

- 5:00am – 12:00 midnight
- Production may request extended hours, billable at **\$25/hr**

## IMPORTANT TCS POLICIES TO KNOW

### PARKING FOR YOUR EXTRAS:

- The Culver Studios does **not** automatically provide parking for **extras/atmospheres/background**
- Depending on lot activity and space availability, parking can be provided for extras at the rate of **\$5/vehicle**

### OPENING AND CLOSING STAGES:

- All stages must be **signed open** and **signed closed** at **Gate 2** by a representative from your production
- Call-ins are **not** accepted

### CATERING:

- Outside catering trucks are not permitted on the lot without Studio Management approval
- Make sure to include any Catering Truck(s) on your **Equipment List**
- **Do you know where you will be feeding?**

### ANIMALS ON THE LOT:

- **Personally owned animals are not permitted on the lot without prior authorization from Studio Management**
- Management and Security must be advised of all animals brought onto the lot
- Picture animals must be caged or leashed and remain with a handler at all times.

### COPY MACHINE AND MAIL ROOM:

- The Mail Room is open from **8:00 am** to **5:00 pm**
- The Copy Room is open **24 hrs**; **however**, you need to obtain a **code** in order to use the copy machine
- **You can only obtain a copy machine code from the Mail Room during its operating hours**

**Roller Blades, Skateboards, and Scooters are not allowed on the lot!**

**People not listed in the computer will have to wait while they are cleared.  
For faster clearance get names in the computer early. . .**

## KEYS AND KEYCARDS

- Office keys can be ordered from the Security Office by memo only.
- Please authorize **one** person to order keys.
- There is no limit on number of keys you may request; however for any keys issued to your production that are not returned the cost to your company is as follows:
- **\$35.00 per lock re-keyed:** (Two doors in an office = 2 locks to be replaced. Double dead bolts count as 2 locks.)
- **\$2.00** for each key not returned.
  - Example:** Office #123, with 2 doors, has 6 keys signed out. When the company leaves only 3 keys are returned. The company will be billed:  
2 lock changes at \$35 each, + 3 keys at \$2 each, for a total of \$76.
- Keys should be returned before, or the same day, you stop rental on an office, even if you continue to rent other offices. If studio management rents an office you have not returned keys to, the locks will be changed immediately for the new tenant and your company charged.