



Campus Service By:

Policies for filming in Sodexo operated in locations at

Loyola Marymount University

- Filming times and content must be discussed and approved by the General Manager of LMU Dining Services by Sodexo
- Filming may not take place during **peak hours of operation** without release from employees
- Menu Boards and pricing may not be shown on film
- Damage to any facilities or items within facilities will be charged to your student / client account
- Filming may not contain any likeness or make reference to Sodexo, LMU Dining or reflect negatively on Sodexo, Inc. and / or LMU Dining Services or employees
- **NO OUTSIDE FOOD OR BEVERAGES** may be brought into any Dining locations
- A fee of \$250.00 will be required to film in any dining location
- 24- hour notice is required to cancel your event to avoid charges to your account (see contact # below)
- Your account will be charged one business day prior to your event
- **CANNOT INTERFERE WITH BUSINESS:** This include changing any signs or interrupting operations
- **ANY VIOLATION to this contract will result in terminating your filming**

\_\_\_\_\_ Dining Location

\_\_\_\_\_ Ana Meza

\_\_\_\_\_ John Fisher

\_\_\_\_\_ Time

310-338-2977

General Manager

(Main Office Contact)

By signing this document, I \_\_\_\_\_ understand and agree to abide by all conditions stated here in and that I will be held solely responsible.

\_\_\_\_\_ Signature

\_\_\_\_\_ Date

Class: \_\_\_\_\_ Dining Facility: \_\_\_\_\_

Film Student: \_\_\_\_\_ Cell #: \_\_\_\_\_

Date of Shoot: \_\_\_\_\_ Time of Shoot: \_\_\_\_\_ AM/PM

Professor: \_\_\_\_\_ Phone#: \_\_\_\_\_

1<sup>st</sup> AD: \_\_\_\_\_ Cell #: \_\_\_\_\_

Description of Shoot: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Objects Moved: Y/ N What? \_\_\_\_\_

How Many Cast? \_\_\_\_\_ How Many Crew? \_\_\_\_\_

Damages: Y/ N (Attach Details on Separate Paper) Value: \$ \_\_\_\_\_

\_\_\_\_\_  
Ana Meza (Main Sodexo Office)  
Date: \_\_\_\_\_

\_\_\_\_\_  
John Fisher ( General Manager)  
Date: \_\_\_\_\_

\_\_\_\_\_  
Andrew O' Reilly  
Date: \_\_\_\_\_



LMU FILMING

Credit Card Authorization Form for Filming

Filming Date: \_\_\_\_\_

Filming Location: \_\_\_\_\_

Type of Card: (Amex, Visa, Discover, Master Card) \_\_\_\_\_

Name on Card: \_\_\_\_\_

Address of Card Holder: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone Number of Card Holder: \_\_\_\_\_

Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

V Code: \_\_\_\_\_ (three digit code on back of card)

Signature of Card Holder: \_\_\_\_\_