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**Loyola Marymount
University**

Playa Vista Campus Resource Guide



Loyola Marymount University

Where is the Playa Vista Campus Located?

Playa Vista Campus Address:

12105 W. Waterfront Dr.

2nd Floor

Playa Vista, CA 90094

Front Desk Contact: Alisa Cox

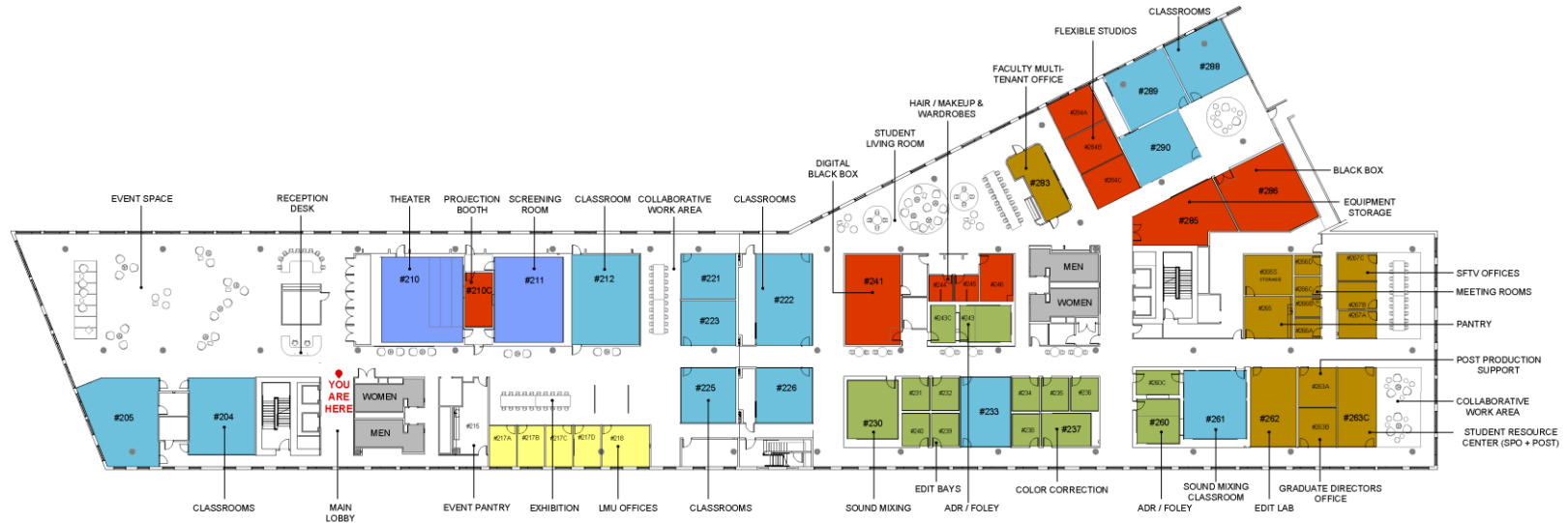
310.338.2333 | Alisa.Cox@lmu.edu

SFTV Building Access Hours:

Monday – Sunday: 6:00 a.m. - 11:59 p.m.*

*A Onecard is required to enter 2nd Floor. If building perimeter doors on 1st Floor are locked before midnight, Brickyard Security will let students with a Onecard into Core Lobby 1.

Playa Vista Campus Map



LMU PLAYA VISTA CAMPUS

- CLASSROOMS
- LMU PROVOST OFFICES
- SFTV OFFICES & SUPPORT
- SFTV POST PRODUCTION
- SFTV PRODUCTION STAGES, STUDIOS & SUPPORT SPACES
- SFTV SCREENING ROOM & THEATER
- RESTROOMS

In the Case of an Emergency, Who Do I Call?

Emergency Phone Numbers:

Police and Fire Departments: 911

LMU Department of Public Safety: X222 from a campus phone or (310) 338-2893 from any phone

Brickyard Lobby Security: (310) 862-9807

[Emergency maps](#) are located in every classroom and throughout the Playa Vista campus. Make sure to familiarize yourself with the location of the emergency exits, Safe Refuge Area, and fire extinguishers. In the event of an evacuation, go to the Soccer Field across the street. Know your surroundings!

How Do I Get to the Playa Vista Campus?

Shuttle Service:

LMU provides a free shuttle from the Westchester Campus to the Playa Vista Campus. **Between Noon and 10:15 p.m., the Shuttle will run every 15 minutes during the academic year.**

Hours of service:

7:30 a.m. - 11:19 p.m. Monday – Friday

9:00 a.m. - 5:19 p.m. Saturday

No Shuttle Service on Sunday

Shuttle stops include Westchester campus (University Hall flagpoles and Lawton Plaza), the LMU Playa Vista Campus, and the Runway in Playa Vista. Download the Playa Vista Shuttle Tracker app – [LMU Transit](#) for the most up to date info. App is available for download on both iOS and Android platforms.

Other Modes of Transportation to PVC

[COMPASS](#) is a free online tool that helps you find sustainable commute options to Playa Vista. Join the [SFTV network](#) to access free programs such as carpool matching, trip planning, and incentives for sustainable commute modes. Compass also offers an Emergency Ride Home program exclusively for Playa Vista commuters. (some restrictions apply) Questions? Contact parking@lmu.edu or noe@playavistacompass.com.

[LADOT's LAnow Shuttle](#) is an on demand shared-ride service servicing Palms, Mar Vista, Venice, Del Rey with a stop at the Playa Vista Campus. The fare is \$1.50. Riders must use the LAnow smartphone app. Within the service area, pick-up/drop-off points are never more than a few blocks (1/4 mile) away. You can also meet at the LAnow Rideshare Hub at the Palms Expo Station.

[Transit Service to Playa Vista Map](#) details bus routes to PVC for Metro C Line, Metro E Line, Big Blue Bus Route, Metro Bus Route, Culver CityBus Route and LAnow Service area.

Where Can I Park?

Parking:

Using the shuttle is your best option but if you drive to the Playa Vista Campus, there is 2 and 4-hour street parking on Waterfront and Lake Center Drive.

The next few slides provide a map and list of additional neighborhood street parking north of Jefferson Blvd. Please always check the city signs before parking!

LAPD will ticket and tow cars parked over the limit in the Playa Vista community. **If you're parked in a 2 or 4-hour space, set a phone reminder to move your car before your time is up in order to avoid getting a ticket or even worse being towed.**

Street Parking at LMU Playa Vista Campus



1/1

Neighborhood Parking Restrictions

Minimal Parking Restrictions

- *W. Waterfront Drive*: 4-hr parking; 6 a.m. – 10 p.m.
- *S. Lake Center Drive*: 4-hr parking; 6 a.m. – 10 p.m.
- *Lucille Street*
- *Aneta Street*
- *Hammack Street*
- *Randall Street* (Restrictions near Playa Del Rey School)

Limited Parking Restrictions

- *Inglewood Blvd.*

Wednesdays: 10 a.m. – 12 p.m. Street cleaning westside of street

Thursdays: 10 a.m. – 12 p.m. Street cleaning southside of street

No Parking 2:00 a.m. – 6:00 p.m.

- *Jefferson Blvd.*

Thursdays: 10 a.m. – 12 p.m. Street cleaning northside of street

Wednesdays: 10 a.m. – 12 p.m. Street cleaning southside of street

- *Beatrice Street*: 2-hr Parking; 8 a.m. – 6 p.m.
- *Juniette Street*: 2-hr Parking; 8 a.m. – 6 p.m.

How Can I Communicate with the Playa Vista Community?

Are you looking to crew your next film project? Are you looking for actors? Here are ways to get your message out to the PV community:

[SFTV Crew + Writer Directory](#) – Online resource to Find Crew and Be Crew! Find writing partners and projects. Complete the [Directory Form](#) to post your skills and availability.

[SFTV Casting Directory](#) – Online resource to find LMU Theater actors. You can also use the **[SFTV Casting Notification for LMU Theater Students](#)**. Once completed, send to sftvspo@lmu.edu. Your cast notification will be posted on a Brightspace page for theater students.

Pinnable Walls - The black walls that line the corridor and the Student Living Room serve as bulletin boards to hang flyers, sign-up sheets, posters, etc. There are sections marked on the black pinnable walls for Announcements, Crew Needs, Upcoming Events. All students are welcome to post flyers here.

Black Board in Front Reception Corridor – Hosting auditions or rehearsals and need to direct guests to where you are in the building? This black board functions like a white board! Use the neon dry erase markers stored in the drawers at the Front Desk to write a message.

Reach out to sftvspo@lmu.edu or pvspo@lmu.edu for the passwords to the directories.

Where Can I Put My Stuff?

There are 152 lockers on the south side of the building (Waterfront Drive) available and free to use. Simply choose an open locker to place your things in and set the combination.

To Lock:

1. If a locker has never been used, the knob will be in the 12 o'clock position (unlocked) waiting for someone to pick a code.
2. To use a locker, make sure the lock is in the 12 o'clock position (unlocked), then set a 4-digit code. Lock the door by turning the knob to the 3 o'clock position (locked). Scramble the code.
3. If you no longer need to use the locker, scramble the code while the door is open and then close the door.

To Unlock:

1. Enter your code.
2. Turn the knob up to unlock.
3. Open the door. Scramble the code for the next user.

These instructions can also be found inside each locker. If you run into any problems, ask for help at the Student Production Office (PVC 263C).

Is there a Lost and Found?

If you misplaced an item or find something at the Playa Vista Campus, please check in with the Student Production Office in PVC 263C.

Student workers have a Lost & Found Locker for found items at Playa Vista.



**Lost
property**

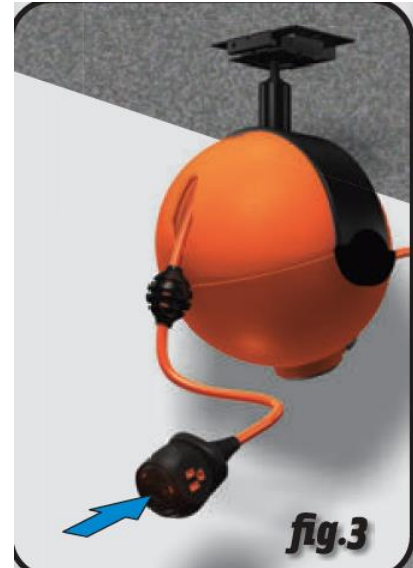
Where Are the Outlets?

Need some power? Use a conveniently placed **Powerball**. They are the big orange balls hanging from the ceiling in the collaborative work areas. To use, pull the power cord down and plug into one of three outlets. The power cord needs to be pulled down to a certain height before the power will turn on. When you are finished, unplug and press the button at the center of the three outlets, and the cord will automatically recede. Do not unplug the Power Balls from the ceiling.

If you're unable to reach the Powerballs, please see the Student Production Office for assistance finding the "reachers" stationed around campus.

Mobile Power Hubs can be found in all the classrooms. Please do not remove them as they only work with the core floor outlets in each space.

Thank you!



How Do I Make Copies or Scan Documents?

You will find a color copier in the Student Production Office (PVC 263C).

How to use copier: The Ricoh Color Copier in the Student Production office is available to make copies and scan documents. Scroll through the menu window to view the options available. When you're ready to print, you will be prompted to swipe your OneCard using the Pharos Print Management Software.

Students are charged .10 cents per copy. You can add money to your Onecard online [here](#).

Students can print from a USB Drive or from one of the computers in SPO. Directions to print are located near the copier. You can also ask the student workers in SPO for assistance.

How Do Students Access Equipment?

Lottery: Intermediate & Advanced students submit equipment reservations to enter a lottery that takes place every Thursday. Equipment Reservation Deadline: Thursdays, 1-week before filming begins.

[Camera Lottery](#) – Deadline 12:15pm (COM 109)

[Lighting and Grip Lottery](#) - Deadline 11:30am (COM 126 & 128)

[Production Sound](#) does not have a lottery but you can submit your order 2-weeks in advance. Deadline is 48-hours in advance of pick-up.

Lotteries are held in Camera AND L&G departments at the Westchester Campus but students can also participate online. Staff will draw numbers for online reservations.

All equipment must be checked out from the Westchester Campus with the exception of thesis level projects shooting in PVC. Two Thesis-Level packages are stored in the PVC Equipment Cage. If you would like a demonstration of any equipment, reach out to either [Pete Soto](#), [Aaron Dowell](#) or [Bryan Cahill](#).

When Do Students Pick-up & Return Equipment?

All Equipment is picked-up at the Westchester Campus.*
ONLY LED Lights can be used at the Playa Vista Campus.

Thursday Pick-ups**:

Camera: 1:00 p.m. – 6:00 p.m.

Lighting & Grip: 8:00 a.m. - Noon***

Production Sound:

○ Mon-Tues: 1:00 p.m. - 5:00 p.m.

○ Wed-Fri: 9:00 a.m. – 7:00 p.m.

*Thesis projects FILMING IN PVC use LED equipment package stored in PVC Equipment Cage.

***PROD 550 pick-up on Wednesdays.*

****L&G may assign a time.*

Sunday Returns:

L&G: 7:00 p.m. – 11:30 p.m.

*Camera/sound equipment can be returned to L&G but you will need to come back on Monday to return gear to their respective departments before noon.

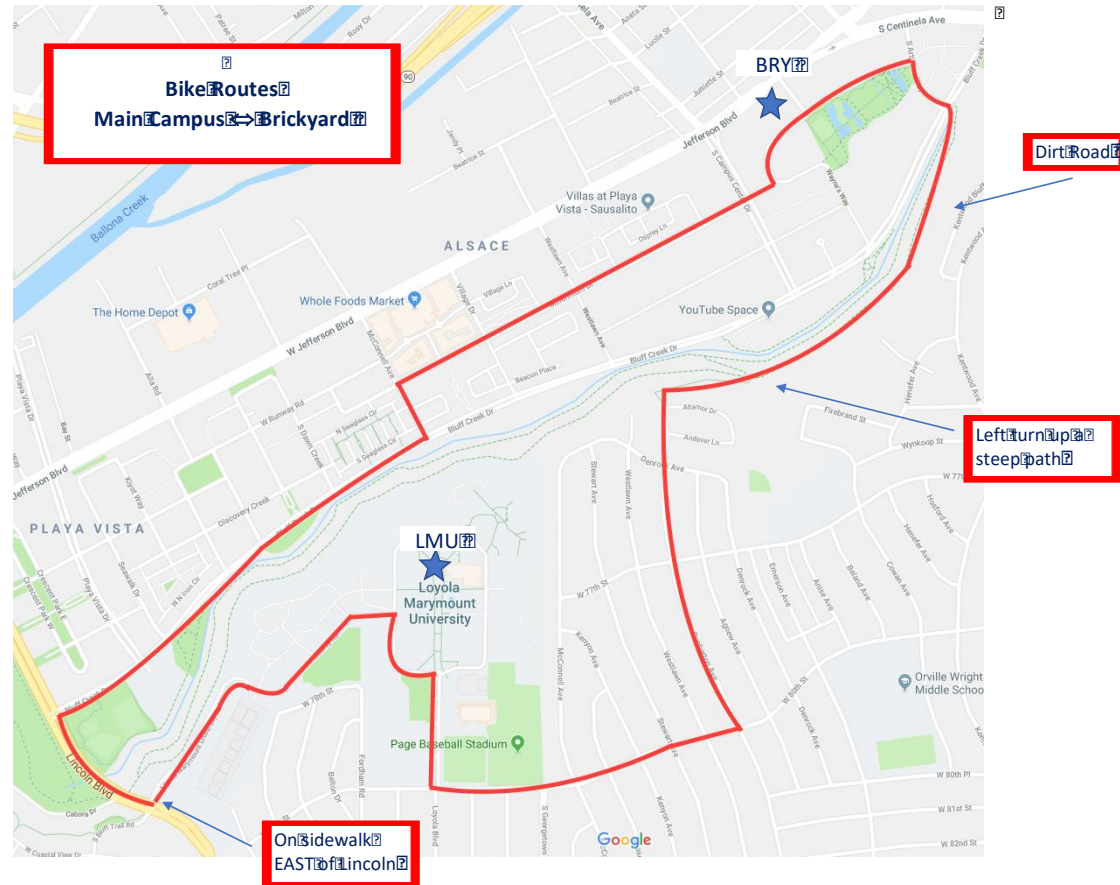
Monday Returns:

- Camera: 9:00 a.m. - Noon
- L&G: Before Noon
- Sound: 9:00 a.m. – 5:00 p.m.

Alternate Transportation: Bike between Westchester and the Playa Vista Campus!

Bike Route Map: Westchester to Playa Vista Campus

If you're thinking of biking or walking between Playa Vista and the Westchester Campus, here's a map of the 3.8 mile ride/walk. There's a beautiful view at the top so even if you only do this once, it's worth it! There are plenty of bike racks in the monthly parking lot at the Playa Vista Campus.



Wellness Room



Suffering from writer's block? Is your vision blurred from viewing your production schedule for the 100th time? Take a break!

SFTV has created a quiet setting for students to take a few minutes to regroup, meditate or just seek solace. The Wellness Room is located in BRY 266D, one of the small meeting rooms on the west side of the building.

Student Resources

There are many student resources on the Westchester Campus, including fitness and wellness services, available to **ALL** LMU students. We encourage you to explore the links below and take advantage of the many student services provided.

- [Burns Recreation Center](#)
 - All Full-time students are members!
 - Group classes and personal trainers available.
- [Career and Professional Development](#)
- [Disability Support Services](#)
- [Financial Aid](#)
- [GSLMU](#)
- [Hannon Library](#)
- [LEO](#)
 - SFTV + Campus Wide Events
 - Student Groups
- [The Loft](#)
- [Office for International Students and Scholars](#)
- [Office of the Registrar](#)
- [On Campus Dining – What's Open Now](#)
- [Massage Therapy](#)
 - Mon./Wed. 6:00-8:00pm in the Fitwell Center, Room 145 located in the BRC. \$15 (30 minutes). You will need an [ActiveNet Account](#) to make an appointment.
- [Student Housing Office](#)
- [Student Psychological Services](#)
- [Student Health Services](#)
 - [Support Groups](#)
- [Student Employment Services](#)
- [Title IX](#)
- [Workday](#)
 - LMU's job board for all on-campus employment opportunities.



How Do I Reserve Post-Production Rooms?

Students can check availability and reserve Edit Bays, Sound Mixing, and Color Correction Rooms.

Post Production Rooms can be reserved using a password at postlmu.com. To access this reservation site you must first sign the [Post Production Room Agreement Form](#).

After completing the form, the Post Production Department will send students a password to book a room. You can also go to COM 001 to complete the form and make an appointment in person. Reservations must be made 24-hours in advance. For COM Arts, you will be instructed to pick-up an onnity card to access the room. For PVC, your Onecard will be programmed as long as the room was requested a full business day in advance. Questions? Please contact PostTech@lmu.edu.

How Do I Reserve Audio Rooms?

Information on how to reserve an audio suite in COM Arts and PVC can be found in the SFTV Production Handbook [here](#). You will be directed to complete the RECA Studio Agreement and an account will be set up for you at www.recalmu.com.

Questions? Please reach out to James.Watts@lmu.edu.

Can I Film at the Playa Vista Campus?

Students can film, hold rehearsals, auditions or pre-production meetings at the Playa Vista Campus pending course guidelines. To get an on-campus film permit, students need:

1. A Project Number from SFTV on TAP. (SFTVXXXX) Students receive this number after they submit their project to PAT for review.
2. Approval from the Production Administration Team and Building Proctor.
3. Confirmed Film Permit from [Mazevo](#).

The SFTV Production Handbook will have more information about [filming in Playa Vista](#). Students can also access the [SFTV Location Directory](#) to find on-campus locations. If a location is not in the directory, chances are it's not available to students.

Mazevo is the university's room reservations system used by Conferences & Events to reserve space on both campuses and is available 24/7! **If you're unable to login, please reach out to:** Nyla.Manuel@lmu.edu.

To find out who "stewards" a specific space in PVC, use the [Room Reservations Map](#) in the next slide.

Once your permit has been Confirmed, your OneCard will be programmed for access to the requested space at the requested time. If your Onecard does not work on the day of filming, please call LMU Public Safety at 310.338.2893 for access.

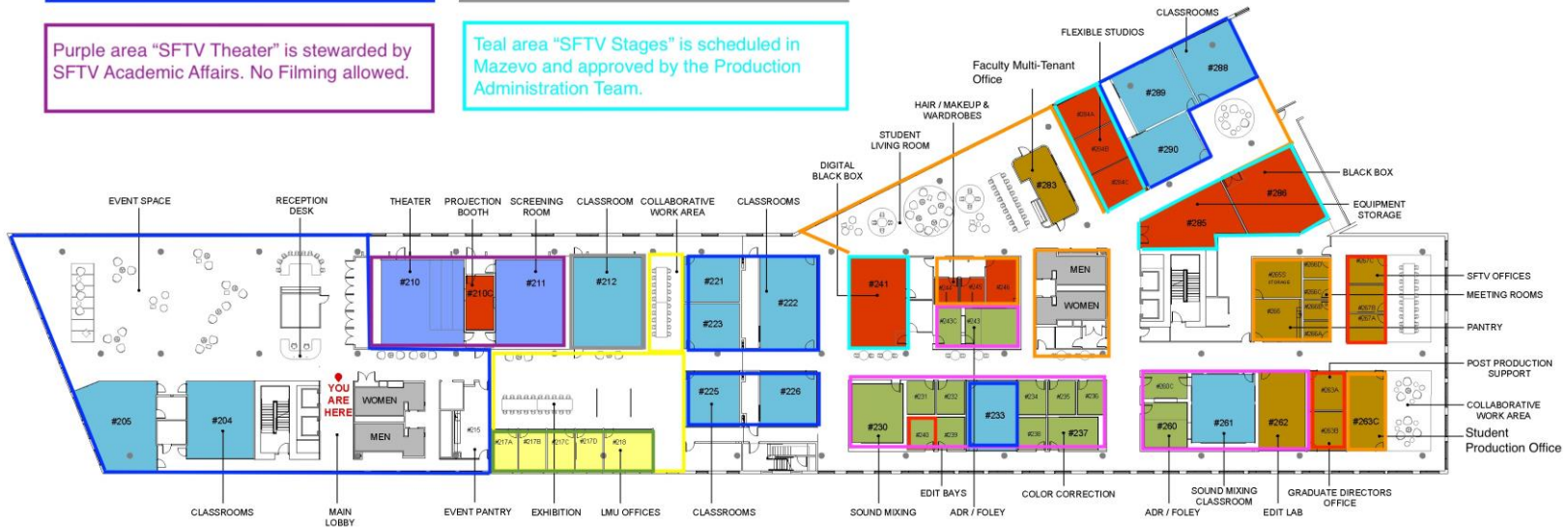
Who Stewards Space at Playa Vista?

Blue area "Events Gallery" and Classrooms are stewarded by LMU Conferences & Events (CES).

Gray area (PVC 212) is stewarded by College of Business Administration (CBA)

Purple area "SFTV Theater" is stewarded by SFTV Academic Affairs. No Filming allowed.

Teal area "SFTV Stages" is scheduled in Mazevo and approved by the Production Administration Team.



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Green area is stewarded by MarComm.

Yellow area is stewarded by LMU Provost Office.

Orange area "SFTV Student Work Area" is scheduled in Mazevo and approved by the SFTV Production Administration Team.

Pink area "SFTV Post-Production" is scheduled through Post websites, approved by Post-Production.

Red area "No Filming Zone" includes stairwells, parking lot, non-SFTV spaces and staff offices.



LMU Playa Vista Campus



School of Film and Television at the LMU Playa Vista Campus