

Operating Procedures for Motion Picture/Video/Film or Photography of the LSU Health Sciences Center – New Orleans Campus

While LSU Health Sciences Center – New Orleans' (University) primary mission is to provide education, research, and public service through direct patient care and community outreach, the University is also available on a limited basis for other projects such as filming of television shows, movies, commercials, and other media as long as it does not interfere with the University's primary educations, research, or public service missions and necessary day to day functions.

These operating procedures have been developed to clarify under what circumstances the University's property may be used as a location for motion pictures, video, film or photography. This process must be followed to obtain a Location Agreement for filming, videotaping or photographing.

A. Initial Contact

All requestors who would like to use the University must submit the request and a complete script to the Director of Administration and Disaster Claims, Property & Facilities LSU Health Sciences Center. Requests may be sent via email to Kyle Walker at kwalk6@lsuhsc.edu

The completed request should include the following information:

- Name of project
- Primary contact name, email address and phone
- Name of production company
- Production company address
- Location Manager (LM) or Unit Production Manager (UPM) name, email address, phone and fax number (if different from above)
- Production type: (a) feature film (b) regional/national broadcast television (c) print (d) non-broadcast video (e) regional/national commercial (f) PSA (g) local commercial/print/broadcast (h) other (list)
- A brief summary of the project
- Locations requested, prep dates and time, idle dates and times, shoot dates and time, strike dates and time,
- Total number of cast/crew and number of extras
- Number of vehicles and parking spaces required
- If the production will involve any of the following: (a) loud noise (b) driving shots (c) nudity (d) firearms/weapons (d) special effects (describe)
- Any special requests involving set dressing and or potential changes to the location
- A complete script and/or storyboards
- Identify the persons or entities with an interest in the company
- If locations are not yet determined and a scout visit is needed, please provide the potential scout visit dates and times

The completed request and script are forwarded for joint review by Administration and Finance and Communications and Marketing. If approved by both departments, the process of identifying specific sites, dates, and times can begin to be explored.

There must be consultation with academic, security, and facility personnel. The safety of the students, faculty, staff, and patients; the potential damage to the buildings, facilities, or property; the disruption of administrative or academic programs or other scheduled events; and the subject matter of the film shall be of primary consideration in determining whether to grant a request.

B. Fees

The Facility Access Fee per project is \$10,000.

The daily fees are based on the category of production and type of permit listed below.

In certain limited instances a fee waiver request may be granted for uses such as public service announcements. The waiver must be approved by the Vice Chancellor for Administration and Finance and clearly demonstrate that the finished product is a public service.

Daily rental Fees

	Category 1	Category 2
	Feature Film	Non-Broadcast Video
	Regional/National Broadcast	Local Broadcast
	Regional/National Commercial	Local Commercial
	Regional/National Print	Local Print
Type		
Prep	\$2,500	\$1,250
Idle/Hold	\$1,500	\$750
Shooting	\$5,000	\$2,500

Other forms of media are not exempt from this fee and will be handled on a case-by-case basis.

These fees do not include fees for Parking, Traffic and Transportation and Landscape Services. The actual cost for these services is added to the total cost.

Incidental Filming

Incidental filming includes uses such as: Filming for non-commercial or internal use, class projects, or personal use. This filming requires no special services and does not in any way disrupt the normal functioning of the University. The daily conference rental fees are applicable for incidental filming. This filming cannot be used for commercial purposes after the fact without written permission from the Office of the Vice Chancellor for Administration and Finance.

C. LSUHSCNO Identification and Appropriate Use of Campus Images

No identification of LSUHSCNO as a location is permitted, except in rare instances and only when the specific use is submitted for prior approval to the Office of the Vice Chancellor for Administration and Finance. The request will be reviewed for trademark and licensing compliance with Legal and the Vice Chancellor for Administration and Finance. The request will only be approved when it is deemed to be in the University's best interest.

Identification includes but is not limited to trademarks, icons, widely recognizable University landmarks, and the use of merchandise containing trademarked images/logos. Identification also includes verbal references on film.

D. Location Agreement

Once the script/storyboard is approved, the shooting schedule will be finalized and approved. The need for services from Parking, Traffic and Transportation and Landscape Services will be reviewed. If applicable, these services will be estimated and attached to the Location Agreement.

E. Insurance

The University may request the production to have insurance with Louisiana authorized insurers in the amounts stipulated below and provide a Certificate of Insurance naming the Board of Supervisors of Louisiana State University and A&M College as additional insured (see below for exact phrasing). This must be received no fewer than seven days before shooting begins.

1. Worker's Compensation – Statutory Limits
2. Comprehensive General Liability, including Personal Injury Liability coverage - \$1,000,000
3. Board of Supervisors of Louisiana State University and Agricultural and Mechanical College, its officers, employees, agents, and volunteers are to be named as additional insured.
4. To provide certificate(s) of insurance prior to or with the signed Location agreement which are not subject to cancellation without thirty (30) days written notice to University.

F. Payments and Deposits

As complete and full payment for all of the rights granted to a company who has been issued an agreement, the company or individual shall pay 25% of the fee upon signature of the agreement by the parties for reservation of the property; 25% of the fee upon commencement of photography or filming on the property; and 50% of the permit fee upon completion of dismantlement of the company or individual's set.

If the company or individual requires additional use of the property including, without limitation, to photograph or film retakes or other scenes, requestor may re-enter upon and again use the Property for such purpose with prior written consent of University and on mutually agreeable terms.

If the individual or company required other Services such as Parking, Traffic and Transportation, Facilities, or Landscape Services then those actual costs will be billed at the end of the production by the LSUHSCNO Accounts Receivable and Billing Department and payment is due within 30 days of receipt of the invoice.

Payment is to be made payable to LSUHSC New Orleans and sent/delivered to:

Accounts Receivable and Billing
LSU Health Sciences Center New Orleans
433 Bolivar Street, 6th Floor
New Orleans, La. 70112

G. Cancellation

If written notice of cancellation for an approved permit or agreement is received before the production begins, then the production is liable for any actual costs incurred by the University as of the receipt of the cancellation notice.

University shall have the right of cancellation if the Permit or Agreement holder is deemed insolvent or, in LSUHSCNO's sole opinion, shall fail to perform any material term in the Agreement after having received written notice from the University to do so.

H. Script Review

A copy of the final script (storyboards might be acceptable and judgement will be determined on a case by case basis) must be submitted with the request. The review process can take up to ten (10) working days. Any changes or revisions should be brought to the attention of the Film/Video Coordinator. Substantive script changes could cause the University to withdraw its permission. (A permit or location agreement cannot be issued without a script).

I. Scout Visits

Scout visits are not only helpful to the production, but also helpful to the University in order to clearly determine the needs of the production. A request for a scout visit is made to the Director of Administration and Disaster Claims. This visit takes place with the Director of Facility Services or other designee who is well acquainted with campus and can advise you as how to make your time on campus most effective. Permission for scout visits does not constitute approval by the University for the use of its facilities.