

## SPE Visitor Guidelines – Culver City

*As of March 14th, 2022*

SPE business visitors are permitted on the SPE Studio Lot and other Los Angeles-based SPE facilities.

Employees hosting visitors must observe the following guidelines:

- Visitors are permitted for business purposes only. Personal guests are not allowed at this time.
- Obtain permission from your supervisor before inviting visitors.
- To arrange a visitor pass for a guest, you must create a visitor invitation in the VisitSPE application, available here: <https://visitspe.spe.sony.com>.
- Ensure that your visitors are fully informed of and able to comply with all current SPE COVID safety protocols. Current protocols are available [here](#) or [here](#).
- Ensure that your visitors do not enter restricted areas, private workspace and / or production space without authorization.

SPE business visitors must observe the following guidelines:

- Present government issued photo identification and proof of COVID-19 vaccination to security upon arrival.
- Follow all current SPE COVID safety protocols, which is included in the emailed invitation sent to guests in addition to posted signage.
- Visitors under the age of 18 must be accompanied by an adult at all times while on SPE property.
- Follow instructions of Sony Pictures Security personnel.
- No photography of any kind is permitted in production areas or screening rooms.
- Observe posted signage. Do not enter restricted areas, private workspace and / or production space without authorization.

Note: Process and requirements may vary for production visitors and/or visitors who are otherwise covered by the Return to Work Agreement.

If you have any questions about these guidelines or use of the VisitSPE application, please contact the Studio Service Center at [StudioServiceCenter@spe.sony.com](mailto:StudioServiceCenter@spe.sony.com).