

FILMING (photo/film/video)

Approval Process for CU Denver|Anschutz Medical Campuses

CHECKLIST

1. Who will be film-photo or videoing CU Denver locations or activities?
 - ☐ **Non-University Production**
 - ☐ **CU Denver |Anschutz Medical Campus Staff Production**
 - ☐ **CU Denver |Anschutz Medical Campus Student Production**
2. **Complete and submit this form.** Submission goes to Dispatch@UCDENVER.edu. The information will be reviewed and you will be advised whether you are authorized to proceed. Review and authorization may take a minimum of 2 weeks depending on the request. Please initiate the request as soon as possible to allow appropriate review time. You will receive an email if additional information is needed.
3. **Reserving Space:** Contact the appropriate campus entity below to determine space availability and to reserve the spaces needed. The requester must verify building, elevator, and room access as part of the approval process. Access to spaces other than those reserved through normal channels will be reviewed for health and safety concerns and may not be available for use.
 - ☐ CU Denver: Edward Schroeder (edward.schroeder@ucdenver.edu) George Stumpf (george.stumpf@ucdenver.edu), 303-315-2278
 - ☐ Anschutz Medical Campus: Educational Support Services (<http://schedule.ucdenver.edu/virtualems/>) or (betty.charles@ucdenver.edu)
 - ☐ Auraria: John Mosley at john.mosley@ahec.edu or Jerry Mason at jerry.mason@ahec.edu (303 556-2755) or <http://www.tivoli.org/eventservices/index.html>
4. **Security:** Some activities may require security personnel to provide access or to be present. The contacts below will advise of site security requirements, work with Electronic Security if door programming is required and advise of any additional charges.
 - ☐ CU Denever: Commander Steve Smidt (Stephen.Smidt@ucdenver.edu)
 - ☐ Anschutz Medical Campus: Commander Steve Smidt Stephen.Smidt@ucdenver.edu)
 - ☐ Auraria: John Mosley at john.mosley@ahec.edu or Jerry Mason at jerry.mason@ahec.edu (303 556-2755) or <http://www.tivoli.org/eventservices/index.html>
5. **Housekeeping/Facilities Management (both campuses):** The request will be evaluated for housekeeping services (cleaning, trash collection, trash disposal, etc), temperature control (HVAC), damage inspection, etc. If certain services are required there may be an additional charge. Facilities will advise of requirements and charges. Contact Dispatch@UCDENVER.edu to confirm housekeeping/facilities needs.

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- ☐ Housekeeping (usually always required if food is served)
- ☐ Electrical support and/or after hours air conditioning (HVAC), etc.
- ☐ Parking and or road closures
- ☐ Outdoor space (irrigation program interruption)
- ☐ No services required as determined by Facilities

6. University Communications: Personnel from media relations may need to be present during the shoot. This will be addressed with the approval response.

7. General Information Required for Approval:

Request Date:

Production Campus Location: **Anschutz Downtown Auraria**

Producer's Name:

Email:

Phone:

Emergency Contact Number:

Project Title:

Project Description:

CU Denver |Anschutz Medical Campus Sponsor (for non-university filming) or

Department Approver Name (for student/faculty filming):

CU Denver |Anschutz Medical Campus representative during filming if different from above:

Sponsor/Approver Contact Phone and email:

Sponsor/Approver Speedtype:

Filming Dates and Times:

Describe all CU Denver |Anschutz Medical Campus Film Locations (Bldg and rooms, elevators, outside spaces, etc.):

Locations:

Date/Time of Use:

Number of film crew and participants on location:

Describe planned safety measures to protect individuals and property while filming:

Describe crewmembers, subcontractors and others involved in the project, their planned activities and affiliation with the University:

Describe non-contracted participants who have agreed to help with your project.

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Describe any activities that may be potentially hazardous or pose a heightened safety risk and how that risk will be managed: (Attach a detailed safety and risk management plan.)

Advise if patient case histories will be discussed for the film. If so confirm proper HIPAA authorization forms have been executed by the patient and are properly retained.

If applicable, please provide the name, phone number and e-mail of the designated safety person for this project:

Will campus security be needed for escort or access:

Additional comments or information:

You are responsible for safe handling of all equipment and property used in the shoot.
You are responsible for the safety of your crew, cast, and by-standers.

8. Additional Non-University Production Requirements

- ☐ Costs may apply for use of University space. Review *Use of Campus Facilities, Space and Services by External Entities*
<http://www.administration.ucdenver.edu/admin/policies/fiscal/fp3-11.pdf> *Use of Facilities and Equipment by Outside Parties or for Private Gain*
<http://www.administration.ucdenver.edu/admin/policies/fiscal/fp2-04.pdf>
- ☐ Complete the *Location and Property Release Agreement* for use of CU Denver owned or leased space. This agreement will be required in place of the Rental Agreement where the producer is not a University entity. Contact steve.zweck-bronnr@ucdenver.edu with any document questions.
- ☐ Attach certificate of insurance per the *Location and Property Release Agreement* or space scheduling procedure <https://www.cu.edu/ope/efficiency-and-effectiveness/presidents-task-force-efficiency/aps-7001-facilities-use-non>