**University of Colorado Denver**

**College of Arts & Media Student Productions**

**Permits for Filming on the Campuses:**

* Complete the Auraria [Student Filming Permit](http://www.ahec.edu/for-campus-faculty-staff/event-services/student-filming-on-campus) and email to your C**lass Professor**, Manager of Technology & Facilities, ([lawrence.hass@ucdenver.edu](mailto:lawrence.hass@ucdenver.edu)) and CU Denver Risk Management ([urmucddirs@cu.edu](mailto:urmucddirs@cu.edu)) for approval three weeks prior to filming. Make sure to include a description of activities at each filming location.
  + Auraria Campus: Faculty will forward the completed and approved **Student Filming Permit** to John Mosley ([john.mosley@ahec.edu](mailto:john.mosley@ahec.edu)) at Auraria Campus Event Services for review and approval. Faculty must submit approved request two weeks prior to filming. Approval is NOT required for filming confined to CAM reserved class rooms. The permit will include a grace period for weather interruptions. Approved permit will be emailed to Student and Faculty.
  + CU Denver Campus North of Speer (LSC, CU Building and School of Business): Faculty will forward the completed and approved **Student Filming Permit** to Newman Forrester ([newman.forrester@ucdenver.edu](mailto:newman.forrester@ucdenver.edu)) and Jim Nelson ([jim.nelson@ucdenver.edu](mailto:jim.nelson@ucdenver.edu)) for review and approval. Faculty must submit approved request two weeks prior to filming. Approval is NOT required for filming confined to CAM reserved class rooms. Approved permit will be emailed to Student and Faculty.
  + CU Denver Anschutz Medical Campus: Faculty will forward the completed and approved **Student Filming Permit** to Dispatch ([dispatch@ucdenver.edu](mailto:dispatch@ucdenver.edu)) for review and approval. Faculty must submit approved request two weeks prior to filming. Approved permit will be emailed to Student and Faculty.
    - Reserving Space: Student will need to contact Educational Support Services (<http://schedule.ucdenver.edu/virtualems/>) to determine space availability and to reserve specific campus spaces.

**Safety Plan:**

* You are responsible for the safety of your crew, cast, and by-standers. The Safety Plan provided in the **Student Filming Permit** should describe planned safety measures to protect these individuals during the filming process. Include your emergency response plan and plans to address the specific issues listed in the permit.
* You are responsible for safe handling of all equipment and property used in the shoot. When not actually in use, keep all equipment out of sight and locked or otherwise properly secured.

**Waivers:**

* Waivers should be completed by all participants, volunteers, and minors. Participant and volunteer waivers are available on the URM web site ([www.cu.edu/risk](http://www.cu.edu/risk)). Secure film/photo/video release and other specific waiver examples from CAM Faculty. Completed waivers must be maintained in a secure campus location with the class files for no less than one year.

**Insurance Certificate Request:**

* If an insurance certificate (“proof of insurance”) is requested, please provide the following information for the business or individual requiring the certificate along with any written request. Email this to CU Denver Risk Management at [urmucddirs@cu.edu](mailto:urmucddirs@cu.edu).
* THE UNIVERSITY OF COLORADO CANNOT INDEMNIFY, OR NAME ANY OTHER PARTY AS ADDITIONAL INSURED.

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| Business Name |  | | | | | | |
| Contact |  | E-mail Address | |  | | | |
| Phone | ( ) | | Fax: | | ( ) | | |
| Address |  | | | | | | |
| City |  | | State | |  | Zip |  |
| *Allow at least two (2) workdays for processing; certificate will be e-mailed to requestor.* | | | | | | | |