



Student Film, Photo & Video Project Guidelines | Boulder Campus

OFF CAMPUS FILM/VIDEO PROJECT

1. All student film projects should be approved by the faculty instructor.
2. If required by the faculty instructor, complete the [Film, Photo & Video Project Risk Assessment](#). The completed assessment form is given to the Faculty Instructor for review and approval. The form is kept within the Faculty's department.
3. **If a Certificate of Liability Insurance is required by the location owner for the film/video project**, the following information needs to be sent to University Risk Management at urmucbdirs@cu.edu.
 - description of contract/event (please attach contract/agreement, if applicable)
 - location of event, if applicable
 - beginning and end dates
 - name and address of certificate holder (non-CU requestor)
 - email address of certificate holder
 - phone number of certificate holder
 - CU contact name, phone number, email and fax number
 - insurance limits requested - if not specified, standard insurance limits will be shown on the certificate

Please note: CU is unable to add an additional insured endorsement. When requested, a form letter stating such will be sent with the certificate.

4. Permits:
Government agencies a.k.a. public entities, including city, county, municipalities, and fire and school districts, will often require permits for filming on or at their property. It should be expected that a Certificate of Insurance (COI) will also be requested. Private property owners may also request a COI. This certificate is a one page document providing proof the University of Colorado is adequately insured.

ON CAMPUS FILM/VIDEO PROJECT

If the Student is planning to:

1. Film at any University of Colorado Boulder indoor or outdoor facility location, **and**
2. The faculty instructor has determined that the project could potentially disrupt regular university operations: the student will need to contact the UMC scheduling office (303-

492-8833) to obtain and complete the campus Event Management Form. Once the event has been approved by all appropriate campus approvers, the student will be able to move forward with their film/video project.

3. If required by the faculty instructor, complete the [Film, Photo & Video Project Risk Assessment](#). The completed assessment form is given to the faculty instructor for review and approval. The form is kept within the faculty's department.

ADDITIONAL INFORMATION

Renting or Leasing Equipment

If the film project requires renting or leasing necessary equipment from a non-university source the property may be covered by university insurance, provided the equipment is leased or rented to the University of Colorado (not individual students), the rental or lease is discussed with University Risk Management, and coverage is verified. Student and faculty personal property, including but not limited to, camera, video, media and related equipment is not insured by the university's insurance coverage.

Vehicle Use

University owned vehicles are insured by the University Insurance Program for accidental collision damage and for claims made by third parties for damage or injury relating to the use of the vehicle. Student and faculty owned vehicles, or any other vehicle not owned by the university, are NOT covered by the University Insurance Program.