

University of Colorado Boulder

University Communications

Office of Media Relations and News Services

Administrative and Research Center

3100 Marine Street, Room 510

Campus Box 584

Boulder, Colorado 80309-0584

(303) 492-3140 FAX: (303) 492-3118

The University of Colorado Boulder Motion Picture, Video and Photography Guidelines

1. Script Approval. **For motion picture production companies**, a copy of the final script or storyboard must be submitted to University Communications at least (4) four weeks before shoot dates for approval. Please contact Office of Media Relations and News Services for additional information, or mail the script to:

Dirk Martin
University Communications
3100 Marine Street, Rm 511
Campus Box 584
University of Colorado Boulder
Boulder, CO 80309-0584

Please note that the University does not endorse productions featuring violence, discrimination of any kind, sexual situations and drug or alcohol use.

For still photographers and video production companies taping for television news shows, cable shows, commercials and documentaries, please contact University Communications and allow at least one working week (5 days) to review and process the request.

This requirement does not apply to local television or national networks covering daily news stories. Notification that a reporter and/or production crew is coming to the campus is appreciated.

2. Date(s) and Location(s). For motion picture production companies, proposed date(s) and location(s) for production must be submitted to

University Communications no less than 20 days prior to filming. Approval is granted only if the date(s) and location(s) do not interfere with normal university business, are approved by the appropriate campus department director(s) and/or college dean(s) and confirmed by University Communications. Most of the CU-Boulder campus may be used for filming unless otherwise noted. Classrooms are not available unless a faculty, staff member or department sponsors the production company and has a representative present at all times during use of the classroom. CU-Boulder security may be required to be present during production.

3. Prior Commitments. Filming/photography must not interfere with scheduled university events. Nor can filming/photography interfere with prior filming commitments on campus.

4. Parking and Police Security. Availability of parking spaces must be confirmed no less than two (2) working days prior to filming. Availability of police and/or campus security must be confirmed at the same time. Campus security and parking permits can be obtained by contacting the University of Colorado at Boulder Police Department, 303/492-6666 or 303/492-7384.

5. Insurance. A Certificate of Insurance naming **The Regents of the University of Colorado, a Body Corporate, 1800 Grant St., Denver, CO 80203**, as additional insured for the day(s) of filming, load-in and strike, must be presented to University Communications at least 5 working days prior to filming and/or load-in. Company shall carry sufficient insurance to cover any and all liabilities that may occur during its use of University property. Insurance coverage approved by the Office of Risk Management, 303-735-5900.

Coverage must be as follows:

- \$1,000,000. (one million dollars) for general liability, including property damage;
- \$1,000,000. (one million dollars) automobile liability, including hired and non-owned vehicles;
- Statutory limits/worker's compensation;
- \$1,000,000. (one million dollars) employee liability.

6. Staff Assistance. University Communications personnel will act as the University's liaison to the production company. Staff will assist film/video production company personnel with obtaining permission to film from various campus agents, contract negotiations and assisting the cast and crew on the day(s) of filming. If assistance from University Communications staff is requested by the film/video production company for location scouting or film-day production support there will be a \$ **75.00** per hour charge for staff assistance. The film/production company may also be liable for additional

hourly charges to cover staff assistance from campus department(s) personnel.

7. Location Agreement/Permit. A location agreement/permit is required to photograph or film on the Boulder campus. There is a **\$100.00** permit processing fee due when the permit is issued.

8. Additional Fees. Additional fees may be required for electrical and water hookups/disconnections. Fees for licensing, special effects/equipment (i.e. computer programming of Folsom Field score board, sports equipment, etc.), and room/location rental will vary depending on production needs. Contact these offices for assistance:

UMC Scheduling 303/492-8833
Office of Facilities Management, 303/492-5511
Coors Event/Conference Center, 303/492-5316
Macky Auditorium Concert Hall, 303/492-6309
Athletics, 303/492-5316
Licensing, 303/492-6414
School of Music, 303/492-6352
Program Council, 303/492-7704

9. Cancellation. The film/production company will forfeit all pre-paid fees including, but not limited to, staff assistance, parking, police/security and location preparation if cancellation occurs after a license agreement has been approved and signed by a duly authorized university representative.

Special Notes. The production company is responsible for securing the services of City of Boulder Fire Inspectors on the day(s) of the filming if required by University Risk Management Office. In some cases, Fire Department staff may need to be present.

No filming/photography, set construction, strike or other activities shall take place during the hours of 12:00 A.M. and 6 A.M. Appropriate campus department directors and/or college deans may waive time limitation if given prior approval by University Communications. Some areas of campus have further time limitations that may be imposed. All times must be confirmed with University Communications personnel.