



University of Colorado **Boulder**

## FILM PERMIT GUIDELINES AND APPLICATION

Strategic Relations and Communications

3100 Marine St., 582

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303-492-7200

### GUIDELINES FOR MOTION PICTURE/VIDEO/FILM or PHOTOGRAPHY of the CU BOULDER CAMPUS

Welcome to the University of Colorado Boulder. Thank you for your interest in the CU Boulder campus as a possible filming location. These guidelines have been developed to simplify the process of obtaining the CU Boulder Photography, Motion Picture, Video and Television Permit and the Film Location Agreement.

Please note that all such activities on the campus require the approvals outlined below before such activities may begin.

Because of increased university programming, academic activities and construction, dates and locations available for filming may be restricted.

For convenience, the word “filming” as used in these guidelines shall include Motion Pictures, Filming, Digital/Video recording, Still Photography and Digital Imaging.

Strategic Relations and Communications (SRC) is responsible for all arrangements pertaining to filming on the CU Boulder campus, including processing the film permit and supervising the film shoot. The SRC screens and processes all requests to film on campus and coordinates with all campus units on your behalf.

For still commercial photographers and video production companies photographing/digitally recording for television news shows, cable shows, commercials and documentaries, please submit the **PHOTOGRAPHY, MOTION PICTURE, VIDEO AND TELEVISION PERMIT** and allow at least ten (10) working days to review and process the request.

**News media covering an active or breaking news story does not require a permit;** Strategic Media Relations (303-492-7200) must coordinate all news media shoot requests. News production also is exempt from submitting certificates of insurance, location agreements and fees.

***Please note that the permission to film on campus is strictly limited per the terms of these guidelines and the University does not consider the right to film on campus as an open forum; the university does not allow social life or lifestyle reality television nor productions featuring violence, discrimination of any kind, sexual situations and drug or alcohol use, nor do we allow the use of the university's name or identifying features such as signs, logos, recognizable buildings and campus locations in advertising to endorse products without the president's approval.***

*<https://www.cu.edu/regents/policy-14b-use-universitys-name-advertising>*

## **PERMIT REQUIREMENTS**

Filming on campus is permitted only if it does not interfere with normal university business and/or previously scheduled events; the University's academic mission is of primary importance. **A UNIVERSITY OF COLORADO BOULDER PHOTOGRAPHY, MOTION PICTURE, VIDEO AND TELEVISION PERMIT is required to film on campus.** The permit can be approved only when all following requirements have been met:

1. Specific date(s) and location(s) are confirmed and approved by SRC.
2. University personnel, if required, are available.
3. Parking Services approve parking plan for both production vehicles and private cars. Call 303-735-7275.
4. Certificate of Insurance (see INSURANCE below) is received by the SRC no less than two (2) business days prior to filming.
5. Full payment of all fees, and other estimated charges, are received by SRC no less than two (2) business days prior to filming.
6. All security and damage deposits, if required, are received by SRC no less than two (2) business days prior to filming.
7. The APPLICATION for the CU Boulder PHOTOGRAPHY, MOTION PICTURE, VIDEO AND TELEVISION PERMIT is completed and returned to SRC ten (10) days prior to filming.
8. A signed FILM LOCATION AGREEMENT.

## **DATES AND LOCATIONS**

During academic sessions, filming on campus is restricted to weekends or university holidays only, at the discretion of the university.

Prior to filming on campus, the representative of the production company must walk through desired location(s) with a representative of SRC a minimum of ten (10) working days prior to

desired date(s). While most areas of the CU Boulder campus may be used for filming, some areas are not allowed to be filmed, including:

- Exterior and interiors of all residential halls.
- Classrooms, lectures halls and offices unless receiving permission from professors, instructors and/or researchers.
- Laboratories and research facilities unless receiving permission from professors, instructors and/or researchers and building proctors.
- Libraries unless receiving permission from the University Libraries:  
<https://www.colorado.edu/libraries/about/policies/libraries-filming-policy>.

## **ATHLETICS AND EVENTS SERVICES**

To inquire about using athletic facilities, please visit:

<https://cubuffs.com/sports/2008/12/17/3634429.aspx>.

For presentation rooms, lecture halls or classrooms contact CU Events Planning: 303-492-8833 or email [cueventsplanning@colorado.edu](mailto:cueventsplanning@colorado.edu).

Before applying for permission to film on the CU Boulder campus please contact the appropriate departments, if needed, for permission to use their facilities.

- Program Council 303-492-7704
- Macky Auditorium 303-492-8423 (<https://www.colorado.edu/macky/about>)
- School of Music (Music Theater, Grusin Music Hall) 303-735-7584
- Recreation Services 303-492-1214
- CASE (Center for Academic Success and Engagement  
<https://ugrad.apply.colorado.edu/register/CASE2&3>)
- CU Heritage Center 303-492-6329 (<https://www.colorado.edu/alumni/heritage-center-rental>)
- Old Main Theater 303-492-8008
- Fiske Planetarium 303-492-3749 (<https://www.colorado.edu/fiske/rent-fiske>)
- Theater and Dance/Colorado Shakespeare Festival 303-492-1137
- Museum of Natural History 303-492-6892 ([cumuseum@colorado.edu](mailto:cumuseum@colorado.edu))

*\*Separate fees may apply for use of campus facilities. For contact information please refer to the **ATHLETICS AND EVENTS SERVICES** section of the guideline.*

Use of these specific locations requires a detailed shooting schedule indicating all areas to be impacted by the shoot (“in frame” and behind the camera) and all measures the production will take to ensure the integrity of the area as well as the minimization of impact to normal university business. The schedule must be submitted to the SRC for review and approval no less than five (5)

working days prior to the proposed start of filming. Once the location is approved, the production must follow the schedule as submitted. Changes to this schedule must be submitted, in writing, for approval by SRC.

Use of any location can only be approved with the consent of the venue holder and consideration of the surrounding areas and activities. Scheduled university events, regardless of size, take precedence over film shoots in determining location availability.

*NOTE: PERMISSION FOR SITE SURVEYS, LOCATION AND TECHNICAL SCOUTS DOES NOT CONSTITUTE COMMITMENT BY THE UNIVERSITY FOR THE USE OF ITS FACILITIES AS A LOCATION.*

## **SCRIPT REVIEW**

A copy of the final script or storyboard must be submitted to the SRC for review. The review process takes 7 to 10 working days and therefore should be submitted as early as possible before the shoot date. Any changes or revisions in the script following submission must be brought to the attention of the CU Boulder location liaison. Substantive changes in the script may cause the university to withdraw permission for use of its locations.

A permit CANNOT be issued if no script or storyboard is available or if the request is for STOCK FOOTAGE.

## **IDENTIFICATION of the UNIVERSITY**

Any use of the NAMES, MARKS, LOGOS or TRADEMARKS of the University of Colorado Boulder, the CU Boulder campus or any abbreviations thereof is governed by University of Colorado Regents policy, Colorado, and Federal law. Request for use of NAMES, MARKS, LOGOS or TRADEMARKS requires prior written permission and must be submitted to SRC Seven (7) working days in advance.

## **UNIVERSITY PERSONNEL**

If the university or a specific venue requires its personnel to be present as a condition of use, personnel must be scheduled in advance of the film shoot. Personnel include, but are not limited to, location liaison/event manager, fire safety officer, custodial and/or grounds staff, university police and traffic control.

## **POLICE/SECURITY PERSONNEL**

Unless requested by the film company, SRC will determine the presence of uniformed university police officers (CU Police Department). In some cases, traffic control officers may be necessary in

addition to police. The cost of such services shall be the responsibility of the film production.  
Contact 303-492-6666

## **FIRE SAFETY**

CU Boulder is subject to Colorado Fire Code. Fire safety officers are provided by City of Boulder Fire Safety Officers. Generators **MUST** be grounded to earth prior to hookup. Failure to do so is a violation of the CU Boulder Film Permit and grounds to revoke the film permit. Please contact CU Police for more information at 303-441-3333.

## **STAFF ASSISTANCE**

SRC is the university's liaison to the production company. An Event Manager (\$70.00 per hour) will assist film company personnel with scouts, obtaining permission to film from various campus agents, contract negotiations and also assist the cast and crew on the day(s) of filming. Individual locations may require additional staff familiar with the specific location, e.g., librarians.

## **PARKING**

All parking on campus is by permit only. Arrangements for cast, crew and production vehicles must be made a minimum of 72 hours in advance of shoot. Call 303-735-7275 to arrange *Vendor Business Permits* or submit an online Parking Event Request Form (<https://www.colorado.edu/pts/parking-request-special-event-planning>)

1. Parking Services event staff will contact you regarding your specific parking needs and availability.
2. Parking for trucks and trailers is extremely limited on campus. Transportation captains of large companies should visit the campus at least five (5) working days prior to the day(s) of filming to finalize special arrangements.
3. All production vehicles must be in place and parked by 7:30 a.m. Monday-Friday.
4. Parking in "disabled" spaces is not permitted Monday-Friday and exceptions are made strictly on a case-by-case at all other times.

*NOTE:* Maximum vehicle height for parking structures varies.

### **Euclid Parking Garage**

8' 2" Entry

Drops to 7' 2 and drops again to 6' 9" basement

### **Folsom Parking Garage**

Entry 7' 8"

## **Regent Parking Garage**

Entry 7' 0"

## **INSURANCE**

Company shall carry sufficient insurance to cover any and all liabilities that may occur during its use of university property. The university must receive a Certificate of Insurance and an Additionally Insured Endorsement, naming *The Regents of the University of Colorado* as additionally insured, for the day(s) of filming, load in and strike a minimum of two (2) business days prior to filming and/or load in. 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.

The certificate Holder shall be: The Regents of the University of Colorado, University Risk Management, 1800 Grant Street, Suite 700, Denver, CO 80203-1187. Certificates must be sent via e-mail to: [urmucbdirs@cu.edu](mailto:urmucbdirs@cu.edu) with a copy sent to SRC at [cunews@colorado.edu](mailto:cunews@colorado.edu). Policies shall be primary to all other coverage that may be concurrently in effect. All policies shall be underwritten by a company licensed to do business in the State of Colorado. Office of Risk Management 303-735-5900.

## **FEES**

The cost to shoot at CU Boulder is a combination of the CU Boulder film permit fee, event manager staffing costs, parking, police or other miscellaneous services needed for the shoot.

The PERMIT fee is based on a half-day/full day/flat rate system. The time coverage by the permit begins when the first production vehicle arrives until the last one leaves on the day(s) of the shoot. The Half-Day is six (6) hours and the Full Day is twelve (12) hours. Any shoot over six hours will be considered a Full Day, and any shoot over twelve (12) hours will be charged additional fees based on hourly rates.

### **Permit Fees:**

#### **Commercial Film/Television Production Companies**

Half-Day: \$1,050.00

Full Day: \$2,000.00

Overtime Rate (over 12 hours) hour: \$120.00

**Public/Cable Television Production Companies producing educational based programming**

Half-day: \$225.00

Full Day \$300.00

**Independent/Documentary Production Companies**

Half-day: \$200.00

Full Day \$250.00

**Non-Commercial Educational Production Companies**

Flat Rate (up to 10 hours): \$150.00

**Still Photography Companies**

Flat Rate (up to 10 hours): \$125.00

**Sample Staffing and Parking Fees**

Event Manager\*: \$75.00 per hour

Community Safety Officers: \$30.17 per hour

Police: \$77.20 per hour (typically CUPD requires officers work in pairs);

University Memorial Center Security: \$22.50 per hour

Athletics Security: \$30.17 per hour

*\* Billed Event Manager hours will include scouts and preparation, shoot day and wrap.*

*\*Separate fees may apply for use of campus facilities. For contact information please refer to the **ATHLETICS AND EVENTS SERVICES** section of the guideline.*

**PAYMENTS AND DEPOSITS:**

1. Payment for all fees and services must be payable to The Regents of the University of Colorado and be received no later than two (2) business days prior to commencement of filming; failure to provide payment may result in cancellation of the permit and license to film.
2. The CU Boulder Film Locations Manager will determine total cost for filming at CU Boulder. Cost will include all permit fees, location rentals, staffing and (University supplied) equipment or materials.
3. A non-refundable deposit will be required to hold a particular date or location. The deposit will be the amount equal to the sum of a one (1) day film permit and a one (1) day location rental; failure to provide deposit may result in cancellation of the permit and license to film.
4. If a company check is not available, a cashier's or certified check will be required. For money transfer e-mail Moira Regueiro at [moira.regueiro@colorado.edu](mailto:moira.regueiro@colorado.edu).

**Mail or deliver check to:**

Moira Regueiro

Strategic Relations and Communications [SEP]University of Colorado Boulder[SEP]

3100 Marine St., Rm 569

[SEP]Boulder, CO 80309-0584

## CANCELLATION

Cancellation of an approved film permit must be received no less than two (2) business days prior to scheduled start of filming. **THE PERMITTEE IS RESPONSIBLE FOR ANY LABOR OR DIRECT UNIVERSITY COSTS ACCRUED AT THE TIME OF CANCELLATION. IF CANCELLATION OCCURS, THE PERMITTEE IS RESPONSIBLE FOR ALL VENUE RENTALS AND A MINIMUM OF ONE (1) DAY FILM PERMIT IN ADDITION TO ANY LABOR AND DIRECT COSTS.**

## FILMMAKERS CODE OF PROFESSIONAL RESPONSIBILITY

During your filming at CU Boulder, we will expect adherence to the Filmmaker's Code of Professional Responsibility:

- Production vehicles may not block driveways without the express permission of the university.
- Meals shall be confined to the area designated in the location agreement or permit. Individuals shall eat within the designated meal area. All trash must be disposed of properly upon completion of meal.
- Removing, trimming and/or cutting of vegetation or trees are prohibited unless approved by the university.
- All catering, crafts services, construction, strike and personal trash must be removed from the location or placed in trash cans and/or dumpsters provided by the university for disposal.
- All signs must be approved prior to placement. Remove all signs posted to direct the company to the location.
- Noise levels should be kept as low as possible. Amplified sound is not permitted without express permission of the university.
- Cast and crew vehicles parked at the university must adhere to all legal requirements unless authorized by the film permit.
- All members of the production company should wear clothing that conforms to good taste and common sense. Shoes and shirts must be worn at all times.
- Cast and crew are to remain on or near the area that has been permitted. Do not trespass on to other areas (i.e., buildings/classrooms/offices/fields) without prior approval from the university.
- Cast and crew shall not bring guests or pets to location unless expressly authorized in advance by the production company. Seeing-eye dogs are exempt.

NOTE: The entire CU Boulder campus has been designated tobacco-free. Thank you in advance for you and your crew's cooperation with this policy.



Cast and crew are expected to act professionally at all times while on campus. Disruptive conduct or behavior will not be tolerated and the University reserves the right to remove individuals from its properties due to non-compliance with any University policies, procedures, or guidelines. The company must comply with provisions of the permit at all times.

Please distribute these Codes of Professionalism to your crew and staff for a more pleasant and efficient visit to CU Boulder.

### **Application for the University of Colorado Boulder**

Please fill out this online form:

<https://www.colorado.edu/today/content/photography-motion-picture-video-and-television-permit>

You may also download the form on this webpage:

<https://www.colorado.edu/today/film-television-and-photography-guidelines>