

University of Colorado at Boulder

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 at 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 The Office of Media Relations and News Services (OMRNS) at least (4) four weeks before shoot dates for approval. Please e-mail the script to Dirk.Martin@Colorado.EDU, or mail it to:

Dirk Martin
Office of Media Relations and News Services
3100 Marine Street, Rm 511
Campus Box 584
University of Colorado at Boulder
Boulder, CO 80309-0584

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

2. Date(s) and Location(s). For motion picture production companies, proposed date(s) and location(s) for production must be submitted to OMRNS 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 OMRNS. Most of the CU-Boulder campus may be used for filming unless otherwise noted. Classrooms are not available unless a faculty or staff member or department sponsors the production company and has a representative present at all times during the use of the classroom. CU-Boulder security may be required to be present during production.

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

4. Parking and Police Security. Availability of parking spaces must be confirmed no less than 10 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 at 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 Lincoln St., Denver, CO 80203, as additional insured for the day(s) of filming, load-in and strike, must be presented to OMRNS 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, at 303-860-5682.

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) employees liability.

6. Staff Assistance. OMRNS will assist film/video company personnel with location scouting, obtaining permission to film from various campus agents, contract negotiations and assisting the cast and crew on the day(s) of filming. The OMRNS personnel will act as the University's liaison to the production company. There will be a \$ (negotiated case by case) per hour charge for OMRNS staff assistance. The film/production company may also be liable for additional hourly charges to cover staff assistance from campus department(s) personnel.

7. 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.) 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 303-492-7931
Licensing 303-492-6414

8. 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 the University Risk Management Office. In some cases, Fire Department staff may need to be present.

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