



Auraria Campus Event Services

Student Filming Permit

Students attending the Community College of Denver, Metropolitan State University of Denver or the University of Colorado Denver, may film on the Auraria Campus for purposes of academic credit to fulfill requirements of a class project assigned by a faculty member for a grade. Filming must not be disruptive, violate any other campus policies, inconvenience members of the campus community, or create a safety hazard.

A copy of this completed Student Film Permit is required to film on the Auraria Campus. A copy of this approved form must be on location at all times and be presented upon request by Campus Safety Officers and others. This permit becomes valid after it has been signed by the class professor, institution Risk Management (if applicable), & Auraria Campus Event Services Management.

A completed copy of the permit, including the class professor's signature, must be presented to ACES Management for approval at least 2 weeks in advance of filming. ACES Management will check to make sure the shoot will not interfere with other scheduled activity & will notify the campus community of the shoot. If another activity is scheduled in the requested location of the shoot, ACES Management will help pick another date or location.

This form is to be used **only** by students of the Auraria Campus who would be filming to fulfill requirements of a class project assigned by a faculty member for a grade. Filming on the Auraria Campus for any purpose other than academic credit or archival use will generally be denied.

Name of Student Film Producer:

Telephone number:

E-mail address:

**Contact Information for Faculty Member
Who Assigned the Filming Project**

Name:

Institution:

Class/Course for which filming project is required:

E-mail address:

Telephone number:

Project Title:

Proposed filming date:

Arrival time:

Departure time:

Location (*list all locations and include short description of scene(s)*):

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

Production Safety Questions **(NO REAL WEAPONS ARE ALLOWED ON CAMPUS!)**

All weapons must be inspected and approved by Campus Police before they are used in the film shoot. The approvals must be received at least 3 days prior to the proposed shoot date.

***If you mark "YES" on any of the following boxes please complete the Safety Issues section.**

- Prop weapons: Yes No
- Violence: Yes No
- Blood: Yes No
- Stunts: Yes No
- Animals: Yes No
- Fire: Yes No
- Motor Vehicles: Yes No
- Children: Yes No
- Screaming: Yes No
- Loud Music: Yes No
- Generator Use: Yes No
- Professional Supervision: Yes No
- 6 or more cast/crew: Yes No
- Non-student cast or crew: Yes No

***Safety Issues:**

Disruption of community life (staged violence, blood, noise, or large crew)

Briefly describe the plan to minimize disruption:

Fire potential

(open flames need to have a fire permit from the local fire department)

Nature of activity: Fire Pyrotechnics Generators
(check all that apply) Other (describe)

Cast/crew requiring special care

Nature of activity: Children Animals Non-Auraria Student Cast
(check all that apply) Large Group (number of people _____)
 Other (explain)

Hazards from stunts or vehicles:

Nature of activity: Vehicle Stunt
(check all that apply) Other (explain)

Prop weapons (strict protocol will be followed if approved)

Description of weapon(s):

Description of activities involving weapons:

Safety plan (briefly describe):

Signatures

Class Professor Approval:

Approval of locations and risk management plans for this film shoot: Yes No

Approved with revisions (*revisions must be presented with the permit*): Yes No

Name:

Title:

Signature:

Date:

Institution Risk Management Approval:

Approval of locations and risk management plans for this film shoot: Yes No

Approved with revisions (*revisions must be presented with the permit*): Yes No

Name:

Title:

Signature:

Date:

Auraria Campus Event Services Approval:

Approval of locations and risk management plans for this film shoot: Yes No

Approved with revisions (*revisions must be presented with the permit*): Yes No

Name:

Title:

Signature:

Date: