



Student Film, Photo & Video Project Guidelines - Denver | Anschutz Medical Campus

Risk Assessment Form

The form is a tool assisting students in identifying risks involved with their project, vetting risk mitigation techniques and developing a formal safety plan to ensure the safety of all participants. All student film projects should be reviewed and approved by the Faculty Instructor. If required by the Faculty Instructor, a [Film, Photo & Video Project Risk Assessment Form](#) should be completed and approved by the Faculty Instructor. Completed form is kept within the department as part of the student's records.

Higher Risk Activities

These types of activities may cause safety issues and concerns for the University and should be reviewed with your Faculty Instructor and approved by the Department Chair. If the film project includes higher risk activities and the Faculty Instructor requests additional review by University Risk Management (URM), the completed Risk Assessment Form, Safety Management Plan and Film Project Script can be submitted to urmucddirs@cu.edu for further review and feedback.

Contracts/Permits

In the event you are presented with an agreement or a contract, please consult with [Procurement Service Center \(PSC\)](#) for review and signature. Students do not have contract signing authority and must consult with PSC.

Certificates of Insurance

If a Certificate of Liability Insurance is required by the location owner for the film/video project, the following information must be sent to University Risk Management (urmucddirs@cu.edu) for consideration:

- 1) completed and signed Film, Photo, & Video Project Risk Assessment form
- 2) film project script
- 3) agreement or contract reviewed and signed by PSC, if applicable

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

Filming On Campus

If the student is planning to film at any University of Colorado Denver | Anschutz Medical Campus indoor or outdoor location, the student will need to submit a campus film permit request and obtain approval before beginning a filming project. Additional information is available on the Facilities Management Photo/Film/Video Approval Process [webpage](#).

If the student is planning to film on Auraria Campus, they are required to fill out the Permit Form and obtain Auraria Campus approval before beginning a filming project. Additional information is available on the Auraria Higher Education Center (AHEC) Event Services [webpage](#).

Property

CU provides insurance for covered losses to CU-owned property, which includes buildings and contents. Student and faculty personal property, including but not limited to, camera, video, media and related equipment are not covered by the University's insurance program.

If the film project requires renting or leasing necessary equipment from a non-university source, please consult with your Faculty Instructor and PSC.

Vehicle Use

Student and faculty owned vehicles, or any other vehicle not owned by the University, are not covered by the University's insurance program.