

GUIDELINES FOR

Filming

AT REGIS

FILMING AT REGIS UNIVERSITY

In order to film on the Regis University campus, applicants must submit a film permit and receive approval from the University. Please note that all such activity on the campus requires approval before filming because certain locations may be restricted, either permanently or temporarily. A Regis University Film, Video and Television Permit is required to film on campus.

Regis University Marketing and Communications will review film permit applications and contact you about approval within one week (longer if the university is closed for a scheduled holiday or weather-related closing). Note that even though an application may be approved, that does not guarantee room availability. Room and building reservations must be completed with Event and Conference Services. Because

approval of the request can involve obtaining permission and coordination with several departments, applications for filming should be submitted as early as possible, a minimum of three weeks in advance.

All persons involved in the filming must adhere to the general policies outlined in the Regis University Student Handbook and abide by the codes of conduct described therein.

Regis University requires a copy of the final project upon completion for University records.

The exception to these requirements and permit approval is University coursework and filming done by students for course-related work and projects.

Permit Requirements

Filming on campus is permitted only if it does not interfere with normal University business and/or previously scheduled events. When completing the application, applicants will be required to submit a general overview of the film, specific information on what will actually be filmed on the Regis campus, and a list of the equipment, additional staff, or any other additional requirements. Please note that the following subject matter, while it may be included in the film itself, may not be filmed on the Regis campus:

- i. *Graphic violence*
- ii. *Nudity or partial nudity*
- iii. *Scenes that are overtly sexual in nature*
- iv. *Offensive language*
- v. *In essence, anything that would generate an "R" rating or that is contrary to Regis' identity as a Jesuit university.*

Filming is prohibited in some areas of the campus, i.e. the chapel, science labs and private offices. Occasional exceptions are made with the express permission of the designated supervisor of that area, and if all other conditions can be met to insure the location remains intact.

Approval of a request will be contingent upon the producer's agreement to ensure that there will be minimal impact to normal University business, and integrity of the filming area will remain intact. Once the application is approved, the production must follow the schedule as submitted. Changes or cancellations to filming must be submitted as soon as possible to Regis University Marketing and Communications.

Identification of the university

Any use of the names, marks, logos or trademarks of Regis University must be submitted to Marketing and Communications

(brand@regis.edu) in advance for approval. Please note that use of footage shot at Regis University for stock footage is not allowed.

Filmmaker's code of conduct

During filming at Regis University, all individuals connected with filming will adhere to the following code of conduct.

1. Production vehicles may not block driveways.
2. Outside catering is not allowed. Staff and crew are able to eat at any of the on campus locations or coordinate catering with our on campus vendor, Bon Appetit.
3. Removing, trimming and/or cutting of vegetation or trees is prohibited.
4. All signs must be approved prior to placement. After filming, all signage must be removed.
5. Noise levels should be kept to a reasonable level. Amplified sound is not permitted without express permission of the University.
6. Cast and crew vehicles parked at the University must adhere to all legal requirements unless authorized by the film permit.
7. 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.
8. Cast and crew are to remain on or near the area that has been permitted.
9. Cast and crew will not bring guests or pets to location. Service dogs are exempt.
10. Observe the designated smoking areas.
11. Cast and crew will refrain from using lewd or offensive language within earshot of staff, students and guests of the University.
12. Appropriate behavior and respect will be shown by all members of the production crew toward students, faculty, staff and guests of the University.
13. Offensive or objectionable behavior or language will not be tolerated; individuals acting inappropriately will be asked to leave university property.
14. The entire film crew must comply with provisions of the permit at all times.

Please distribute the filmmaker's code of conduct to your crew and staff.

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Campus Safety

The Regis University Campus Safety office exists to provide a safe and secure environment for the entire Regis community. Campus Safety provides assistance for community events and activities on campus, and depending on the size of the production, may need to be involved with

filming. This will be determined by Marketing and Communications, in collaboration with Campus Safety.

*Main Hall, 1st Floor
303.458.4122
safety@regis.edu*

Parking and Transportation Services

All vehicles utilizing parking lots at Regis University Northwest Campus are required to purchase parking permits. Overnight parking is only permitted at the Northwest Denver Campus and only in Lot 5 or Lot 7. Regis utilizes LPR technology to assist in the enforcement of parking regulations. All vehicles must register and pay in advance through the Regis Parking

Portal, Parkmobile or at a kiosk. License plates must be registered accurately to avoid a citation. Vehicles without a license plate must register by the LAST eight characters of the vehicle's VIN number.

*Main Hall, 1st Floor
303.964.6468
ruparking@regis.edu*

Events and Conference Services

To reserve a building location, conference room or classroom contact Event and Conference Services by phone or email.

When scheduling an event, you will be asked to include the following:

- i. Date and time of the event (be sure to include set-up and take-down time)*
- ii. Name of the event*

- iii. Number of expected attendees*
- iv. Preferred location*
- v. Whether food and drinks will be catered or otherwise provided.*
- vi. Whether you would like your event posted to the Events Calendar.*

*Claver Hall, Room 327
303.458.5138
events@regis.edu*

Marketing and Communications Contacts

Jennifer Forker
News/Media Relations Manager
jforker@regis.edu

Skip Stewart
Visual Media Director
sstewart003@regis.edu

*Main Hall, Room 440
marcom@regis.edu
marcom.regis.edu*

Film, Video and Television Permit Application

To apply for permission to film on a Regis University campus, complete and sign this form.

Submit the completed form to marcom@regis.edu with the subject "Film Permit Application."

Project Title _____ Project Type _____

Contact Name _____ Alt. Contact _____

Email _____ Email _____

Phone _____ Phone _____

On Location Shoot Date(s) _____ Locations requested _____

Number of cast/crew in each location _____

Will any FX, fire arms/weapons be used? Yes No If yes, explain: _____

Does your filming require any stunts or driving/traveling shots? Yes No _____

Please provide a brief synopsis of your film _____
Please provide details of the scene(s) to film at Regis _____

Please list any additional equipment, staffing or supplies that you will need _____

I have read and understand the guidelines listed in the Filming at Regis University guide and agree to the requirements set forth in this document. I understand that any substantive change in the above information will require resubmission of this application.

Producer **Date**

For office use only

Approved Denied _____
Approval Signature Date

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