Guidelines for 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.

The University Brand Marketing (UBM) department will review film permit applications. Note that even though an application may be approved, that does not guarantee room availability. Before approving the permit, UBM will contact the Physical Plant Department to notify them of the nature of the shoot and ensure that filming will not conflict with scheduled maintenance activities. Parking permits will be issued to the applicant (if needed). Please note that parking permits only grant permission to park and does not guarantee a parking space. UBM will submit parking approval and email passes directly to the applicant. Because approval of the request can involve obtaining permission from several departments, applications for filming should be submitted as early as possible, ideally two to 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 project upon completion for UBM records.

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:

1) Graphic violence
2) Nudity or partial nudity
3) Scenes that are overtly sexual in nature
4) Offensive language
5) In essence, anything that would generate an "R" rating or that is contrary to Regis' identity as a Catholic 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 University Brand Marketing.

IDENTIFICATION of the UNIVERSITY

Any use of the names, marks, logos or trademarks of Regis University must be submitted to University Brand Marketing 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 the filming will adhere to the following Filmmaker's Code of Conduct.

1. Production vehicles may not block driveways.
2. Catering is not allowed. Staff and crew are able to eat in the Student Center or the Café in Claver Hall.
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 as low as possible. 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 towards 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 crews and staff.

CONTACT INFORMATION

Michael DelliVeneri
Internal Communications and Social Media Manager
mdelliveneri@regis.edu
Office: 303.964.6457

Brandi Simmons
Director of Brand Marketing
bsimmons@regis.edu
Office: 303.964.6436

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 University Brand Marketing. Parking permits are also issued through the Campus Safety Office.
Location: Student Center, Room 219
Hours: 24/7, 365 days per year
Phone: 303-458-4122

Regis University Film, Video and Television Permit Application

Please complete and sign this form, using additional paper if needed.
Submit to: Mike DelliVeneri, Clarke Hall 214/mdelliveneri@regis.edu/303-458-6457

Name:	
Email and Phone:	
Project title:	
Second contact:	
Second contact email and phone:	
Type of project:	
Shoot date:	
Locations requested:	
Number of cast, crew, extras in each location:	
FX, fire arms/weapons, stunts, or driving/traveling shots:	

Please provide a brief synopsis of your film:

Please give the details of the scenes that you would like to film at Regis:

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

I have read and understand these guidelines 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 ☐

Signature:
Date:

Regis University Film, Video and Television Permit

Office Use Only

Regis Student Shoot:

Course:

Faculty:

Faculty Contact Information:

Required University personnel:

1) _____
2) _____
3) _____
4) _____

Application for the Regis University Film, Video and Television Permit received by University Brand Marketing:

_____

University Brand Marketing Date

Regis University Film, Video and Television Permit Approved:

_____

University Brand Marketing Date