Service Only Requests in Virtual EMS

Service Only Requests are requests you make when you require a service from Facilities Management in a space where there is no room reservation in EMS. Departmental conference rooms, personal offices, races, etc. are examples of this.
Permission to Film/Photograph on Campus Request

Step 1: Once you have logged in to Virtual EMS, select the Request Resources tab on the Virtual EMS toolbar. Select the Permission to Film/Photograph on Campus.

Welcome to CU Denver, & CU South Denver Room Scheduling System

Note: This EMS web page only supports Internet Explorer (IE) as a browser. Other browsers may work but are not supported by EMS.

CU South Denver: Coming in the future.

CU Anschutz: All CU buildings.

CU Denver: Only CU Buildings (Student Commons, CU Denver Building, Business School, and Lawrence Street). Classroom requests for other buildings, please email downtown.scheduling@ucdenver.edu

For a video tutorial follow this link: Video Tutorial

For CU Denver and CU Anschutz Outages and Construction information: http://www.ucdenver.edu/about/departments/FacilitiesManagement/outages/Pages/default.aspx
Permission to Film/Photograph on Campus Request

Step 2: Fill out the WHEN AND WHERE, SETUP INFORMATION AND LOCATION DETAILS sections on the left side of the screen. Click the blue Get Services button.

Thank you for using the request process for video/film permission at the University of Colorado Denver | Anschutz Medical Campus.

There are many factors taken into consideration when a person or entity requests permission to film or take photographs of our campuses. As such, we have developed an automated approval process that will result in a clear permitting process.

To request permission to film and/or photograph on university owned property at the Anschutz Medical Campus or at CU Denver, including the Lawrence Street Center, CU Denver Building, Business School and Student Commons Buildings, please fill out the information to the left of this box. All fields are required. Once your request is received, all entities will review the request and will respond within 7 business days.

If your request deals with property on the Auraria Campus, please contact Jerry Mason at jerry.mason@ahec.edu or http://www.ahec.edu/faculty-staff/event-services/student-filming-on-campus for more information.

You will receive a permit at the email address supplied during the request process. Your permit is important and failure to keep permit with you while you film may result in delays to your process.

Members of the media (print, broadcast, and web) who wish to film at CU Denver or the Anschutz Medical Campus may obtain a film permit through the CU Denver | Anschutz Media Relations office. Please contact a member of the media relations team at http://www.ucdenver.edu/about/newsroom/contactus/Pages/default.aspx to receive your permit.

Filming or photography that is disruptive, violates campus policy, is deemed unsafe, or inconveniences members of the campus community will generally not be permitted.
Permission to Film/Photograph on Campus Request

Step 3: Fill out the EVENT DETAILS section and the GROUP DETAILS section.
Permission to Film/Photograph on Campus Request

Step 4: Fill out the OTHER INFORMATION section with the appropriate answers relative to your request.

Other Information

Please provide a detailed description of any props you will be using:*

Please provide a detailed description of the project you are requesting permission to film or photograph:*  

I am located at the:*  

I am a:*  

The production company/photographer for my project is:*  

The resulting product for my project is:*  

Will you be using a drone for any portion of your project? See the following link for the university’s policy on drones. <http://www.ucdenver.edu/faculty_staff/employees/policies/Policies%20Library/Admin/Drones-UAS.pdf>:*

How many actors are required for your project:*  

How many crew will be involved in your project:*  

List any other additional people who will be participating in your project, not included in the numbers indicated above:*  

Will you require facilities management support for your project:*  

Will you be using lights on stands for your project:*  

Will you require power for your project:*  

How many vehicles will you be bringing to campus:*
Permission to Film/Photograph on Campus Request

Step 5: Provide your speedtype, campus box or billing address in the BILLING INFORMATION section. Make sure you check the box indicating you have agreed to the terms and conditions and select the yellow Submit button. Speedtypes will only be used in the event damage to university property has occurred.
Permission to Film/Photograph on Campus Request

Step 6: When you have successfully submitted a Permission to Film/Photograph on Campus request, you should receive a page that looks like this: