

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**.



University of Colorado
Denver | Anschutz Medical Campus

Room & Resource Requests

Browse Request Rooms Request Resources Information Forms My Account Help Admin

Welcome Layna Breyare ▼

Home

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

Note: This EMS web page only supports Internet Explorer (IE) as a browser. Other browser 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>

- CU Anschutz Resources ▶
- CU Denver Resources ▶
- Housekeeping Only Request
- Permission to Film/Photograph on Campus
- Telephone conference
- Videoconferencing/Recording/Streaming
- Web Conferencing - Adobe Connect

CU Denver Campus Building Hours		CU Anschutz Building Hours	
CU Denver Building Monday-Friday 6a-8p Saturday 7:30a-5p Sunday Closed	Lawrence Street Center Building Monday-Friday 6a-8p Saturday 7:30a-5p Sunday Closed	Nighthorse Campbell Monday-Friday 6:30a-6p Closed Weekends Fulginiti Pavilion Monday-Friday 7a-6p Closed Weekends	All Other Buildings Monday-Friday 6a - 6p Closed Weekends -
Business School Building Monday-Friday 7a-8p Saturday 7:30a-5p	Student Commons Building Monday-Friday 6:30a-8p Saturday 7:30a-5p	CU Anschutz Library Monday-Thursday 7a-10p Friday 7a-6p	Note: All weekend and afterhours access to CU Anschutz buildings must be

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.



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Permission to Film/Photograph on Campus

Info Service Availability Details

When and Where

Date:*
7/15/2016 Fri

Start Time:* 8:00 AM
End Time:* 9:00 AM

Setup Information

Attendance:*

Location Details

Building:*

Location:*

[Get Services](#)

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/for-campus-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.



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Permission to Film/Photograph on Campus

Info Service Availability **Details**

When and Where Date: * 7/30/2016 Sat <input type="checkbox"/> Recurrence Start Time: * 8:00 AM <input type="clock"/> End Time: * 9:00 AM <input type="clock"/>	Event Details Event Name: * Film Request Test Event Type: * Film/Video Project
Setup Information Attendance: * 10	Group Details Group: * CUA-CSA-Facilities Managemen <input type="search"/> 1st Contact: * Layna Breyare <input type="search"/> Phone: * 303-724-0408 Fax: <input type="text"/> Email: layna.breyare@ucdenver.edu 2nd Contact: (none) <input type="search"/> Phone: <input type="text"/> Fax: <input type="text"/> Email: <input type="text"/>
Location Details Building: * Facilities Service Request Location: * Bldg. 500 <input type="button" value="Get Services"/>	

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.

Billing Information

SpeedType, Campus Box or Billing
address required:*



I have read and agree to the terms and conditions [View](#)

Submit

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:



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Reservation Details | Additional Information | Attachments [Back to My Requests](#)

Reservation Id	141735	Edit Reservation
Event Name	Film Request Test	Cancel Bookings
Event Type	Film/Video Project	Cancel All Bookings
SpeedType(Preferred),C	61023408	Service Availability
Box or Billing address		Add booking to personal calendar
Group Name	CUA-CSA-Facilities Management	Booking Tools
1st Contact Name	Layna Breyare	
Phone	303-724-0408	
2nd Contact Name		
Phone		

All | **Current** | Historical

Bookings

ACTIONS	SERVICES	DATE ^	TIME	TITLE	LOCATION	STATUS	SETUP
		7/30/2016 Sat	8:00 AM - 9:00 AM	Film Request Test	Bldg. 500	Facilities Services Request	(none) (10)

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