



Policies and Procedures

I. Purpose

The purpose of this policy is to standardize the process by which individuals or organizations secure a Commercial Film/Photography Permit in the City of Colorado Springs.

II. Definitions

1. **Commercial Film/Photography:** Photography or videography that is done for money-making purposes, in furtherance of a business, or incidental to a person's business. This includes video or photos that produce revenue, real estate photography, news media, telecommunications or other commercial uses.

III. Policy

A Commercial Film Permit is required for any commercial still or video photography in a City of Colorado Springs public right-of-way or City park. Drone photography is ONLY permitted with expressed written consent.

IV. Provisions for All Parks, Trails and Open Spaces

1. The Colorado Springs Parks, Recreation and Cultural Services (PRCS) Department reserves the right to approve or deny any permit application at its sole discretion.
2. Commercial General Liability Insurance that names as Additional Insured, "The City of Colorado Springs, its elected officials, employees and volunteers" and any other public entities impacted by the event is required for all permits. The policy must be for a minimum of \$1,000,000.00 with an aggregate amount of \$1,000,000.00.
3. The entire Application and Permit Packet must be on the premises during filming and presented to any City Employee upon request.
4. All park rules and regulations apply.

V. Provisions for Garden of the Gods Park

Additional regulations for filming in Garden of the Gods Park exist to protect the natural attributes of the park, as well as the experience of its visitors:

1. Permits which require road closures will not be issued during peak visitor season, May 1-September 30 annually.
2. Filming will only be permitted Monday-Friday during the hours of 6:00-10:00 am (year-round), 3:00-5:00 pm (October 1-April 30) and 7:00-9:00 pm (May 1-September 30).
3. Scouting, set-up, tear-down and filming may only be conducted during park hours, 5:00 am – 9:00 pm from November 1 through April 30; and 5:00 am – 10:00 pm from May 1 – October 31.
4. Photographers and crew may not disturb birds or wildlife or their natural habitat within the park.
5. Photographers, crew, equipment and vehicles may not disrupt or impede vehicle or pedestrian traffic at any time, unless a road closure has been approved and appropriate traffic control is in place.

VI. Procedure

Permits and Fees

1. The appropriate permit fee must be paid prior to the issuance of the permit.
2. Permit Fees:
 - Application Fee: \$25
 - Garden of the Gods Park: \$500/day
 - All other Parks, Trails and Open Spaces: \$250/day

- Penalty and violation fees may apply for a violation of any park rule and/or when any of the following incidents occur: Driving unauthorized vehicles on unapproved space (i.e. grass, athletic fields; trails, greenways or service roads.); Dumping or failure to remove trash; Damage to any City property; Misrepresentation of event; Failure to sufficiently clean the venue; Any use of paint or chalk to mark a paved surface or permanent structure; Staking in any park; Smoking in non-designated areas; and/or Unapproved use of alcoholic beverages.

Application Process

1. Applications are due 14 days in advance of requested filming date.
2. The table below lists the permit requirements and contact information.
3. Applications must include:
 - Certificate of Insurance
 - Site Plan
 - Timeline/Narrative/Shot List
 - Signed Park Rules & Regulations (if applicable)
 - Other permits and licenses (as applicable)
4. Permits are not renewable, nor does a Permittee have any priority for future permits.

Are You Requesting?	Required Permit	Application Deadline	Contact
Exclusive use and/or closure of any City street, sidewalk, alley, park trail or open space?	Commercial Film Permit	14 days	events@springsgov.com
Non-exclusive use of any City sidewalk or alleyway?	Revocable Permit	7 days	mpfitzsimmons@springsgov.com
Use of Unmanned Aerial System (UAS)/Drone Photography	Commercial Film Permit Expressed written consent required for drone use	14 days	events@springsgov.com
Use of Pikes Peak or the Pikes Peak Highway?	Varies	Varies	sellott@springsgov.com
Use of private property?	No permits required if the project has permission from the property owner, and there will be no signage, lighting, noise, high-risk activity or temporary structures	N/A	N/A

VII. Revocation

Revocation of Permit

A permit may be revoked for any of the following reasons:

1. The permit-holder is in violation of any City Ordinance, Park Rule or Policy Provision.
2. Misrepresentation of, or deviation from, the approved site plan, timeline, and/or project narrative.
3. A change occurs in the ordinance or regulation authorizing the permit which prohibits the continuation of the permit.

Procedure for Revocation

1. When a City or Park official believes there are valid grounds for revoking a permit, the permit-holder shall be given a verbal warning. Failure to immediately correct any deficiencies will result in revocation of the permit.
2. Filming must cease immediately upon revocation of the permit.
3. For a permit to be re-instated, the applicant must submit a new and complete Commercial Film Permit Application, at least 14 days in advance of the proposed filming date.
4. Assessed fees will not be refunded following the revocation of a permit.