ENGINEERING LOBBY RESERVATION REQUEST

All groups using the lobby must check in and check out at the Engineering Front Desk (ECAD 100) at the start and end of the event. Failure to check in or out may result in denial of future reservations. Keep a copy of the checklist to ensure you comply with the required steps.

If the event is held outside of Office Hours (M-F, 8am-5pm), check-in is not required; check out is still required and shall be done at the start of the next business date.

Event Title: ____________________________________________________________

Date(s) and Time(s) of Event: _____________________________________________

Purpose of Event: _________________________________________________________

Expected Number of Attendees: __________

Food/Beverages to be served? Yes / No

If YES, what will be served and where will it be served?

Will you be bringing any tables and/or chairs for the event? Yes / No

Are you planning to use or move any lobby furniture? Yes / No

If YES for either of the above two questions. The plan must be reviewed and approved before the event will be put on the calendar. Please provide a list or a sketch of the furniture to be used and where it will be placed.

NOTE:: All lobby furniture MUST be returned to its original location after the event. (See attached furniture map.)

Person(s) Responsible for Event: ____________________________________________

Email: ___________________________________________

Cell Phone (during the event): __________________________

Speed Type (If CU Organization): _______________________

Billing Information (if not CU): ______________________________

You must clean up the lobby, including the tables and chairs, after your event. Any additional clean up, damages, or replacement costs will be charge to the person(s) noted above.

Approved by: _________________________________ Date: __________________

Check in Verified: _________________________ Check out Verified: ____________________
ENGINEERING CENTER LOBBY
RESERVATION AND USAGE RULES
Updated March 2016

In accordance with the University Policy on the Use of University Facilities (http://www.colorado.edu/policies/CUUF), the College of Engineering and Applied Science allows the following use of the Engineering Center Lobby area. Any event planning to serve alcohol must obtain all the required permissions as found at http://www.colorado.edu/events/plan/alcohol.

The Engineering Center is open M-Th: 7:00AM-1:00AM, Fri: 7:00AM-10PM, Sat & Sun 8:00AM-10:00PM and closed Football Saturdays and CU Holidays. If the event is outside those hours or held on a campus holiday, the event organizer must contact Campus Police to arrange for the building to be unlocked and relocked when the event is over.

M-F during Fall & Spring semester:
- No all-day reservations accepted for the Engineering Center Lobby with the exception of small registration/information tables, which may be approved.
- Departmental, academic program, and engineering student society events of two hours or less will be considered; permission will be based on amount of space requested, the amount of additional lobby traffic that will be generated by the event, and other programs or activities occurring in the College of Engineering and Applied Science.
- One-time special events longer than two hours will be reviewed on a case-by-case basis.

Sat, Sun, and Fall/Winter/Spring Break weeks and Maymester and Summer Sessions:
- Engineering Center Lobby may be used for events/conferences longer than two hours. However, at least one section of the lobby must remain available for student/faculty/staff use only and all furniture must remain in that area.

For All Events/Conferences in the Engineering Center Lobby:
- The event planner should contact the Engineering Dean’s Front Desk (2-5071) to request specific date(s) and time(s) and fill out the form below. Allow 72 hours for feedback (approved, not approved, modifications needed).
- Include deliveries of furniture/materials in the reservation plan. Someone from the conference must supervise the delivery and pickup.
- All food and beverages must be served in the Connections Gallery (wood floor) area. The only exception to this is very large events that exceed the capacity of the Connections Gallery. (This floor is much easier to clean in the event of food and beverage spills.)

CHECK-IN / CHECK-OUT LIST:
- Unless a plan for furniture use was provided at the time of the reservation, only the three tables nearest the West entry doors and two grey chairs from the study area can be used.
- An egress through the lobby must be provided at all times. If you have any questions about safety requirements, contact JoAnn Zelasko.
- Do not tape/attach anything to the windows, painted walls, or engineering lobby furniture.
- Arrange for adequate trash and recycling receptacles.
- All materials and signage must be removed at the end of the event and placed in the appropriate recycle or trash bins. Large items or full trash bags/recycle bins must be taken out to the dumpsters.
- If the lobby furniture was used, it must be returned to the “standard” configuration at the end of the event.
- If any rented furniture was brought in for the event, it must be picked up the same day as the event.
- Report any lobby furniture issues that you find to the Dean’s Office front desk staff.