



Event Confirmation and Rental Contract

Lessor completes section 1

| | | |
|-------------------|------------------------------------|------------------------------------|
| Day(s): | Time room open: | |
| Date(s): | Time room closed: | |
| Event name: | | |
| Contact person: | Phone: | e-mail: |
| Room(s) booked: | Onsite-manager/responsible person: | |
| Rental fee: | Security fee: | Additional charges: Total charges: |
| Payment due date: | | |

POLICY STATEMENTS:

- Furniture may be rearranged, but not removed from the room. At the end of the rental period, the furniture must be configured as it was found upon arrival.** CU Departments will be charged an additional \$50.00 if room is not returned to its original state. For off campus groups, failure to return room to original state will result in the loss of future rental opportunities.
- After hours policy during the academic year: Events occurring outside of normal business hours (8:00AM – 5:00PM) may require security personnel at \$20 per hour. The guard responsible for patrolling the building will also be available as needed during your event. Additionally, events with 100+ attendees may require security personnel, contact CU Police (303) 492-8168 for security guard(s) and may require a paid Law School representative on-site at a cost of \$25 per hour.
- Directional signs are the responsibility of the leasing party. No signs may be taped to any of the interior walls of the building. Signs may be taped to the glass in the doors with masking tape only but must be removed at the end of the event.
- ___ Request indicates technology is to be used. It is the lessee’s responsibility to review instruction sheets available at <http://www.colorado.edu/law/faculty/employeeInfo/index.htm>. If further training is required, contact CU Law IT lawit@colorado.edu If technology staff is required on-site during the event, there will be charges.
- Food is ___ is not ___ allowed for this event. The event manager must be on-site to receive caterers or other deliveries. Clean up of room is required, including wiping tables and counters, wiping up spills, and removing food garbage to dumpsters outside of the building.
- ___ Request indicates alcohol will be served. Lessee is responsible for obtaining proper University approvals and applicable insurance and having papers in-hand at the event for inspection by security. Contact the Campus Alcohol Agent, Sarah York, at (303) 492-3269.

BUILDING AND ROOM ACCESS:

- ___ Building will be open. ___ Room will be open.
 ___ The assigned room requires a hard key. Call (303) 492-8047 to arrange pickup. A \$75 fee will be charged for unreturned keys.

NOTES: _____

Lessee completes section 2

Contact number (cell phone) for on-site event manager: _____

Method of payment: ___ 8-digit speedtype _____ ___ Check made payable to the University of Colorado
 ___ open IN attached # _____ ___ Credit card (card number and expiration date to be processed by Law School)

CANCELLATION POLICY:

If the event must be cancelled for any reason, notify Wolf as soon as possible. If the cancellation occurs within 10 days of the scheduled event for any reason other than weather or disaster, 25% of the charges assessed above will be payable. If weather or disaster causes a cancellation with the 10-day period, only unrecoverable charges will be payable.

CONFIRMATION OF COMMITMENT:

We acknowledge and accept the terms (listed above) of use regarding space in the Wolf Law Building and further agree to adhere to these terms. In addition, we accept full responsibility for the preservation of the room in its present state while our function is in progress.

We, the lessee, hereby agree to indemnify and hold harmless the Regents of the University of Colorado, a body corporate (hereinafter Regents), its officers, administrators, agents, employees, and students from and against any and all claims or demands. Indemnification is not limited, and includes any liability or payment (including costs and attorney fees) by reason of any damages of bodily injury (including death) sustained by any person or persons or on account of damage to property including the loss or use thereof arising out of or in connection with this lease/agreement.

We have read and agree to abide by the rules, terms, and guidelines contained in this contract.

LESSEE AUTHORIZED SIGNATURE: _____ Date: _____

LESSEE NAME & TITLE: _____

Return contract to Wolf Administration by _____ or the booking will be cleared from the calendar. Please make a copy for your records. Send original to: Wolf Law Building, Attn: Dean’s Office, 401 UCB, Boulder, Colorado 80309 or deliver to room 326.