



In addition to State and University policies, the Law School retains the right to limit access to use the Wolf Law Building to those individuals and activities deemed to support and promote its academic mission and vision as stated in the Law School's strategic plan.

Things to consider before you make a request:

- The Wolf Building was built for the Law School. All the rooms for public use are "SMART" rooms. The entire building has WiFi access for computers registered on the CU network. Requests and needs of the Law School will always be considered priority and possible "bumping" can occur based on that need up to two months in advance.
- Wolf's largest space (Wittemyer Courtroom) accommodates no more than 250 people.
- Most classrooms are fully booked during the week days and into the evenings.
- Events outside normal business and guard hours and events with >100 attendees require additional security on-site.
- Rooms have associated room rental costs. These are based on a graduating scale per the group requesting. Campus groups pay less than off-campus groups. (See separate "Usage Fee" sheet.)
- Security is important in this building. Part of the booking arrangement may involve obtaining access by use of a key. Also, security guards may be required for the time of or nature of your event, which will add to your costs.
- In advance of the event, it is the responsibility of the requestor (that's you) to review the AV "How to..." documents in your room. Try out the system beforehand. "How to..." documents are available at <http://www.colorado.edu/law/faculty/employeeInfo/index.htm>. If you have any questions after reading and testing the AV equipment, please contact Chris Bell, IT Manager at cbell@colorado.edu.
- Classrooms are designed for the instructor to furnish a laptop, plug in, and present. There are no computers in the classrooms. Computer hookup is via a standard VGA video cable. If you have a Macintosh or other computer with a different video connector, you'll need to bring a VGA adaptor with you.
- If special technology needs require that a tech staff support person be on site outside of normal weekday business hours, this will add to your costs.
- Video-conferencing is over IP utilizing Tandberg systems. The Tandberg is able to connect to a wide variety of modern video-conferencing systems including Polycomm units. There is always a charge for videoconferencing setup of \$150 the first hour and \$25 each additional hour.
(If you wish to connect to ISDN-based video-conferencing systems, a bridge between the ISDN and our IP system will be required. In rare circumstances, we can arrange for a bridge using the Health Sciences Center, but this is only with at least a two week notice.)
- Food and drink is allowed in classrooms or seminar rooms unless specifically stated. If caterers or other deliveries are expected, the event manager must be on site to receive them and must include these hours in the room reservation request. Cleanup is the responsibility of the contracting/renting party.
- Wolf does not have table or chairs to rent. Requestor needs to make arrangements for furniture set up.
- Requestors will be sent a confirmation contract that must be returned a minimum of two calendar weeks or 10 business days in advance of the date of the event.
- If paying by check (for off-campus organizations), check must be received at least five business days prior to the date of the event or the booking will be canceled.
- No events will be scheduled more than a semester in advance. No events can be scheduled in classrooms until the semester's courses are finalized.
- **If alcohol is to be served in Wolf, contact University Risk Management for liquor liability insurance requirements: (303) 735-5900**
- When requested, liability insurance must be obtained and in force.
- All applicable building and University policies must be followed.
- Presenter's Emergency kits with some computer adaptors are available in the Library and Dean's office.

What's available:

CLASSROOMS and SEMINAR ROOMS (no food or drink):

Classrooms—various seating sizes from 50 to 96:

- Law classes have priority and are scheduled twice a year ... central campus classroom scheduling is utilized.
- Furniture is reconfigurable in Room 300 only ... for innovative use of space.

Seminar rooms: (cap 15)

- Furniture is reconfigurable for innovative use of space

SPECIAL MEETING ROOMS:

Wittemyer Courtroom: (no food or drink except water) (cap 250)

- You can project a computer image on 1 to 3 screens; play cable TV; all other AV needs req. tech support.
- Possible to rent Boettcher Hall along with the courtroom.

Carrigan Teaching Courtroom: (no food or drink except water) (cap 35)

- You can project a computer image on the screen; play cable TV; all other AV needs req. tech support.

Boettcher Hall: (food and drink are allowed) (cap 30)

Student Commons (café): (food and drink are allowed) (cap 90)