

## CMCI Studio Meeting Space

1301 Walnut Street, Boulder, CO, 80302

### CU Boulder Groups Meeting Space Rates for Non-CMCI Users

	Rate	Square Footage	Standing Capacity	Seated Capacity
Large Space	\$250/hr	3,163	60	30
Small Space	\$200/hr	1,234	20	8
Combined	\$350/hr	4,397	80	38

#### Large Space



#### Features:

- 3 Projectors
- 6 conference tables
- 30 rolling conference chairs
- 3 couches and coffee table
- Whiteboards
- Kitchenette
  - o Refrigerator
  - o Microwave

#### Small Space



#### Features

- Two conference tables
- 8 rolling conference chairs
- Whiteboards
- Moveable monitor display
- Retractable garage door

Model after: <https://www.colorado.edu/center/teaching-learning/content/ctl-room-booking-request>

## **FAQ**

### **Q: How much does it cost to host a meeting in the CMCI Studio?**

Every meeting is different, and each room has a specific rental fee associated with it based on an hourly rate.

### **Q: What is included in the facility rental fee?**

The hourly rental fee includes in-house furniture and use of kitchen appliances and certain AV equipment.

### **Q: What furniture is included in the facility rental fee?**

Each room has moveable tables and chairs that can be configured to suit your needs. The capacities for each space are listed above.

### **Q: Does the CMCI Studio provide event support and planning?**

The Studio does not provide event support and/or planning. Each meeting will be planned by the requestor and their team.

### **Q: What A/V equipment is provided for my meeting?**

The four projectors and rolling display monitors are accessible to guests for Studio events.

### **Q: Can I bring my own AV equipment?**

Yes, outside AV equipment is allowed, but must be set up, supported and taken down by the meeting requestor's staff.

### **Q: Is there on-site tech support?**

There is no on-site tech support for non-CMCI meetings.

### **Q: Where are the restrooms located?**

Restrooms are located across the courtyard, on the East side of the building. Directions will be provided during pre-meeting walkthrough.

**Q: Where can my guests park for my meeting, and how much does it cost?**

Parking is not provided by the CMCI Studio. Parking can be found at [One Boulder Plaza Garage](#) at a rate of \$3/hr. There is also metered street parking on Walnut Street and several other public garages in the nearby area. The closest free public parking is at the Boulder County Justice Center parking lot off 6<sup>th</sup> Street.

**Q: When can I get into the venue to set-up? How long do I have to breakdown?**

Set-up and take down must be included in your reservation time. At the end of your allotted time, the space is expected to be as it was before your arrival.

**Q: Can I bring in my own food and beverage?**

Yes, outside food and non-alcoholic beverages are allowed in the Studio.

**Q: Can I have a meeting with alcohol?**

The CMCI Studio does not allow alcohol for non-CMCI groups. CMCI groups must have a [TIPS certified designee](#) present at the event and complete a [CU Boulder Alcohol Authorization Form](#).

**Q: Is the CMCI Studio ADA accessible?**

Yes, there are elevators on the east side of the building. The CMCI Studio is located on Floor B.

**Q: How do I book the space?**

Please fill out this intake form to request the space for your meeting:

<https://forms.office.com/r/zpZ17ZBMp4>

If you have further questions, email [tom.sullivan@colorado.edu](mailto:tom.sullivan@colorado.edu)