

CU Conference Services Room Reservation Policy

The following document outlines basic room reservation policies for the venues managed by Conference Services. This policy does not apply to other classroom or event spaces located within Student Affairs facilities. This policy is in addition to the applicable policies in the Campus Use of University Facilities (CUUF) policy. Additional policies may apply per the specifics of the event. CU Conference Services (CUCS) manages event spaces on behalf of Student Affairs.

Types of Organizations

1. Internal
 - a. Student Affairs: Any department or organization affiliated with the Division of Student Affairs, including but not limited to units within Housing & Dining Services, Residence Hall Association (RHA), and Residential Academic Programs (RAP).
 - b. Student Organization: Any student group who has met the guidelines set forth for registration/recognition by CUSG and is in good standing with the Center for Student Involvement.
 - c. University Department: Any department or organization affiliated with the University of Colorado Boulder campus.
2. External Client/Organization: A group which is not affiliated with the university. Non-profit, government and for-profit groups are considered external organizations.

Reservation Priorities

CUCS will manage all reservation requests.

A priority reservation period for each semester has been established for the following semester to permit Student Affairs units and organizations to reserve in advance of other organizations. Requests for the **FALL semester** will be accepted during the February prior, Requests for the **SPRING semester** will be accepted in the September prior. **SUMMER reservations** must include an on-campus residential and dining component with priority then given based on CUCS Business Categories. Summer reservations will only be opened for non-residential groups after **March 1** of current year.

Priority will be in the following order:

- a. CU Conference Services
- b. Residential Academic Programs (RAPs)/FIGS
- c. Residence Life/Residence Hall Association (RHA)
- d. Division of Student Affairs
- e. University Departments
- f. Other organizations
 - a. Following the conclusion of the priority reservation period, reservations will be made on a first come, first served basis.

Reservation Requests

1. Internal reservation requests must be made through EMS - <https://ems.colorado.edu/>
2. External Reservation requests may be made via phone or Email to scheduling contact: [Conference & Event Space Coordination Team](mailto:cucseventspace@colorado.edu) – cucseventspace@colorado.edu
3. Reservation requests must be received ten (10) business days prior to event. For reservation requests made less than ten (10) business days prior, limited services may be offered in order to accommodate request depending on availability.
4. Catering requests must be received ten (10) business days prior to reservation start date in order to not incur additional fees.
 - a. Catering requests must be made through [CU Events Planning & Catering](#).
5. A University **Event Management Form (EMF)** must be completed ten (10) business days prior to reservation start date for the below reservation requests:
 - a. Any indoor space with capacities of 150 or greater
 - b. Any event with minors, VIPs, non-affiliates
 - c. Any Student Organization requesting use of the space
 - d. Any External Organization requesting use of the space
 - e. Any outdoor event and as required by the venue
6. Reservation request is not considered confirmed until required Event Management Form has received initial approval. CU Conference Services will hold a reservation request date while form is circulated.
7. Attendance at a SAFE meeting may be necessary in order receive final approval from University stakeholders. The responsible party on the reservation will be contacted via email with the specific date and time to attend the SAFE meeting prior to their event date. Failure to attend could result in the cancellation of your event.

General Policies

1. Only individuals listed as a contact person(s) on the reservation may make a change to a reservation.
2. Clients reserving space are not permitted to set-up own furniture or equipment in order to ensure safety for users of the facility. All set-up requests must be coordinated with the Conference & Event Space Coordination Team.
3. Security may be required based on the needs of the event. An assessment of security needs will be provided as part of the Event Management Form process. Student Affairs reserves the right to request security presence at any event deemed necessary. The costs of any required security will be the responsibility of the reserving organization.
4. To support the surrounding Residential facilities, events in the Williams Village Community Commons (WVCC) will not be scheduled past midnight.
5. At no time may building entrances, exits, fire doors, elevators, hallways, or foot traffic be blocked by events or set-ups. All set-ups must observe fire code and comply with the American Disabilities Act. Use of service hallways by event organizers and attendees is prohibited.
6. Smoking is not permitted in Student Affairs facilities or on campus. Electronic cigarettes are included in the smoking ban on campus.
7. **Alcohol is not permitted in Kittredge Central Multi-purpose room during the academic year.** Summer events are permitted to serve alcohol as appropriate and approved by Campus Event Planning & Catering. The serving of alcoholic beverages must comply with the policies

of the University of Colorado Board of Regents, the state of Colorado and the city of Boulder. Additional forms for the approval of alcohol at an event are required.

8. **Alcohol is permitted in the WVCC Multi-purpose room and/or the adjacent Breakout room as appropriate and approved by Event Planning & Catering.** The serving of alcoholic beverages must comply with the policies of the University of Colorado Board of Regents, the state of Colorado and the city of Boulder. Additional forms for the approval of alcohol at an event are required.
9. Access to the reserved space will be provided by a staff member of Student Affairs; access will not be provided directly to reserving client for own facilitation of entry into the space. A Student Affairs staff must accept responsibility for ensuring the security of the room at the end of the reservation. Clients may be charged for staffing costs to ensure security of the room.
10. Client is responsible for any damages to the facility and equipment during the reservation. Charges for repair or replacement will be assessed accordingly.
11. Signs and banners are not allowed in the public areas. In regard to the Group's meeting space, all signs must be professionally printed and their placement and posting be pre-approved by CU Conference Services. Nothing shall be posted, nailed, screwed or otherwise attached to walls, floors, or other parts of the building or furniture. Distribution of gummed stickers or labels is strictly prohibited. Group will be charged for any damage to the facility. Glitter, confetti, and the like, are prohibited.
12. Decorations: Tape (excluding painter's tape), adhesives, tacks, pins, nails, anchoring systems, or surface-hanging apparatuses are not permitted. Items may not be hung on vertical spaces, including movable partitions. Glitter, confetti, and open flame (including candles, incense, smoldering smudge sticks and/or any incendiary materials) are not permitted. Due to fire codes, ceiling drapes, hangings, canopies, and tents are not permitted in indoor spaces. Failure to comply will result in additional fees.
13. Client is responsible for leaving the facility and equipment used as part of the reservation in clean condition. Charges will be assessed for any excessive cleaning required following the use of the space.
14. Event is not to be publicized until considered confirmed with all requirements of the reservation having been met.
15. Items left in the space at the conclusion of the reservation are not the responsibility of Student Affairs and may be disposed of accordingly.
16. A contact from the reserving organization must be present to accept and sign for any outside rentals or deliveries. Should the space be needed the day before for set-up or acceptance of deliveries or the day after for scheduled pick-up of outside rentals, additional room rental charges will be applied.
17. When scheduling an inclement weather back up space, the lessee agrees to pay 25% of the back up space rental rate. If back up space is cancelled 10 days prior to event, no charge will be applied. If back up space is used on the day of the event, lessee agrees to pay full amount of room based on rental rates.

Conference Operation Assistants

All events are subject to Conference Operation Assistant fees at \$25 per hour/per staff member. The number of hours charged will be under the sole discretion of the Conference Coordinator based on event time, event needs, number of attendees, and available staff.

Catering

CU Events Planning & Catering is the exclusive caterer for all CU Conference Services Spaces. If outside food is served without prior approval from CU Events Planning & Catering or the CU Conference Services Director, a \$200 fine will be charged to the event organizer.

Security

Required for all events with alcohol. CU Conference Services & UMC Administration reserves the right to determine the level of security and equipment needed for all events.

External Client Requirements

1. External clients are required to meet two basic criteria in order to reserve space:
The facility shall be open to all members of the community so long as the utilization is consistent with Student Affairs and University policies, and Local, State and Federal laws.
2. External clients must obtain, at its own expense, Commercial General Liability Insurance with coverage no less than \$1,000,000. The certificate of insurance must be underwritten by a company licensed to do business in the State of Colorado and shall name "The Regents of the University of Colorado, a body corporate", as additional insured. If alcohol is being served an alcohol rider must be included in the insurance coverage. A certificate of insurance must be provided to CU Conference Services at least fifteen (15) days prior to the reservation or the reservation will be cancelled.
3. A contract including a summary of reservation details, estimated expenses and standard terms and conditions for use of the reserved facilities will be provided for client review. Once the client has agreed to the terms and conditions, provided proof of insurance, and have received a confirmation email from CUCS the reservation is considered confirmed. Reservations for an external client is not considered confirmed until all required forms and insurance is received.

Reservation Definitions

Significant reservations are defined as events that require staffing, include any deviations from the "as is" setup, require additional audio-visual equipment or furniture, or where any impactful modifications have been requested by the client.

Simple reservations are events that do not require setup, additional equipment, audio-visual needs or additional support from staff.

Substantial changes include, but are not limited to, adding labor or staffing, adding, eliminating or rearranging furniture and/or audio-visual equipment, event date change and/or event time change, or any impactful modifications made to the original reservation as determined by CU Conference Services. Please note that any changes are subject to the approval of CU Conference Services.

Payment Methods

University Departments’ and Recognized Student Organizations’ (RSOs) payment information is required ten (10) business days (excluding event day) prior to significant reservations and three (3) business days (excluding event day) prior to simple reservations. If payment is not received by this deadline, the event may be cancelled. Events will remain tentative until payment information has been received. The client-provided method of payment will be billed post-event.

CU Conference Services only accepts the following forms of payment from University Departments:

- CU Speedtype (ST)
- CU Interdepartmental Invoice (IN)

RSOs must have payment approved by Center for Student Involvement. CU Conference Services only accepts the following form of payment from RSOs:

- CU Speedtype (ST)
- CU Interdepartmental Invoice (IN)

CU Conference Services only accepts the following forms of payment from Non-University clients:

- Check made payable to University of Colorado
- Credit card

Non-profit groups or organizations must present a Federal Tax ID Number and Colorado Tax Exempt ID certificate to CU Conference Services at time of booking in order for the reservation to be tax exempt.

Cancellations

If an event is cancelled prior to the established deadlines, no charges will be incurred by the client. Clients are fiscally responsible for all cancellation charges unless there is a University closing and/or force majeure is enacted. If client and attendees are a “no-show” for an event, all event charges will apply.

Any cancellation of significant events within ten (10) business days (excluding the event day) of the event date are subject to the following cancellation fees:

Non-University Clients

Within ten (10) business days (excluding event day)	50% of total reservation cost
Within twenty-four (24) hours of event start time	100% of total reservation cost

University Departments and Recognized Student Organizations

Within ten (10) business days (excluding event day)	25% of total reservation cost
Within twenty-four (24) hours of event start time	50% of total reservation cost

Cancellations for Student Affairs Departments

As Student Affairs departments do not pay fees to utilize CUCS event spaces the following cancellation policy will apply.

Per Semester: After (3) “no-shows” AND/OR cancellations within (2) business days of the scheduled event date the department will be suspended from reserving CUCS spaces for the remaining of the current semester.

Per Academic Year: After (5) “no-shows” AND/OR cancellations within (2) business days of the scheduled event date the department will be suspended from reserving CUCS spaces for the remaining of the current academic year.

Late Bookings

Late bookings are subject to the approval of CU Conference Services. Any new, significant events booked within ten (10) business days (excluding event day) are subject to the following fees:

Non-University Clients

Within ten (10) business days (excluding event day)	\$100.00 flat fee
Within three (3) business days (excluding event day)	\$200.00 flat fee

University Departments and Recognized Student Organizations

Within ten (10) business days (excluding event day)	\$50.00 flat fee
Within three (3) business days (excluding event day)	\$100.00 flat fee

Event Details

All event details for significant events need to be finalized ten (10) business days (excluding event day) in advance. Any substantial changes made to existing bookings after the ten (10) business day deadline are subject to the following fees:

Non-University Clients

Within ten (10) business days (excluding event day)	\$100.00 flat fee
Within three (3) business days (excluding event day)	\$200.00 flat fee

University Departments and Recognized Student Organizations

Within ten (10) business days (excluding event day)	\$50.00 flat fee
Within three (3) business days (excluding event day)	\$100.00 flat fee

Room Rental Fees:

- Room rental fees charges based on client “type” as defined in policy.
- Rental of facility includes use of tables/chairs, presentation cart/podium and built in audio-visual equipment (screen/projector).
- Room rental is discounted by 50% of full-day rates for reservations of 4 hours or less.
- Set-up of tables and chairs is included as part of room rental fees. If a client requires additional time beyond their reserved time to set-up client owned items, additional rental costs will apply.

Audio Visual (AV) Equipment:

Rental charges apply for specialty equipment as listed below, pricing on a per day basis. No discount given for half-day usage. AV Equipment fees do not apply to RAP, RHA, Res Life, and Student Affairs reservations.

- Wireless Microphone \$25
- Conference Phone \$25
- Meeting OWL \$35
- Wireless Presentation Clicker \$15
- Riser (6x8 section) (2x) \$35
- Dry Erase Board \$10
- Flip Chart \$15

Security and/or event staffing required as part of the reservation or requested by the client to support A/V or logistical needs will be billed based on hourly rates to the client.

Laptops for Presentation:

- MacBooks **do not** work with CUCS venue AV systems.
- Laptops are provided by CUCS at no charge. These laptops are to be used unless otherwise stated by the CUCS Coordinator.

Books and/or Merchandise Sales

Any book and/or merchandise sales at events must first be approved by CU Conference Services and may involve separate approval from the CU Book Store. The CU Book Store requires up to ten (10) business days advance notice of book and/or merchandise sales.

Computing and Network Conference Sensitive Data

It is the responsibility of conference organizers and attendees using sensitive data over the University wired and wireless network to ensure the data is properly secured. This data includes, but is not limited to PCI, FERPA and HIPAA data.

PCI: https://www.pcisecuritystandards.org/security_standards/

FERPA: <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

HIPAA: <http://www.hhs.gov/ocr/privacy/>

Force Majeure

Neither party shall be considered to be in default as a result of its delay or failure to perform its obligations herein when such delay or failure arises out of causes beyond the reasonable control of the party. Such causes may include, but are not restricted to, acts of God or the public enemy, acts of the State or the United States in either its sovereign or contractual capacity, fires, floods, epidemics, strikes and unusually severe weather; but, in every case, delay or failure to perform must be beyond the reasonable control if and without the fault or negligence of the party.

Indemnification and Hold Harmless

All clients who reserve space with CU Conference Services are subject to the following policy: Lessee hereby agrees to indemnify and hold harmless the Regents of the University of Colorado, a body corporate, 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 the event or this agreement.

Note: Due to the dynamic nature of the public health response, the above policies may be updated or adjusted based upon developments and public health needs.