The Renée Crown Wellness Institute

Staff Guide for Scheduling Events & Reserving Rooms

[Updated 01/03/2025]

This short guide is here to help you understand policy basics for reserving meeting rooms, event spaces, and scheduling events as a faculty, staff member, student, or affiliate of the Renée Crown Wellness Institute.

Our goal is to streamline the process of prioritizing, booking, and hosting events at the Renée Crown Wellness Institute in a way that is fair, equitable, and in alignment with our vision and values.

If you have any questions that are not answered by this guide, please contact Event Coordinator & Project Manager, El Rice at el.rice@colorado.edu.

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The Renée Crown Wellness Institute
University of Colorado **Boulder**

I. Renée Crown Wellness Institute Vision & Values

Imagine a world where every young person thrives, supported by the caring relationships and inner resources required for a lifetime of wellness.

Our vision invites many disciplines, perspectives and people to come together. We seek to promote the wellness of young people and the systems and adults who support them through interdisciplinary research-practice partnerships. That is the shared work of the Renée Crown Wellness Institute.

We support this vision by making sure our work aligns with our values:

- Built on Trust
- Better Together
- Grounded in Integrity
- Always with Heart
- Fierce Compassion
- Dignity for All

II. Reserving Event Spaces at the Crown Institute (Aspen Room, Peace Place, Nourish Space)

All reservations of Crown Institute event spaces are handled by the Event Coordinator and are visible on our shared Outlook calendar. Crown Institute event spaces include the Aspen Conference Room, Peace Place (yoga/meditation room) and Nourish Space (kitchen).

All other rooms at the Crown Institute are considered meeting rooms and can be directly reserved through EMS by Crown Institute staff, faculty, students, and affiliates.

1. If you are a Crown Institute staff member, student, faculty, or affiliate and wish to book one of our event spaces, please fill out the internal booking request form.

   a. Even if you do not need staff support, please fill out the form.

2. If a form question is not applicable to your group, please write N/A.

3. Once you have filled out the form, a staff member will let you know if we can accommodate your event request.

4. Crown Institute affiliated events and classes take precedence over campus and community partner events and will be scheduled as soon as you let us know, barring any existing conflicts with your requested date(s).

5. We recognize that opportunities may sometimes arise at the last minute, but ask that you give us **2 weeks' prior notice** whenever possible, particularly for events needing staff support.

   a. Support we can offer to Crown Institute groups includes:

      i. Room set-up
      ii. A/V set-up & troubleshooting (pending staff availability during your event day/time)
      iii. Assistance ordering food (for teams without a dedicated staff member assigned to help with this)
      iv. Translation & accessibility (coordination of services)
      v. Obtaining materials & supplies (for teams without a dedicated staff member assigned to help with this)
      vi. Reserving a guest parking pass

   b. Staff may not be available to assist with events scheduled with less than 1 week notice.

   c. Staff may not be available to assist with events scheduled outside of regular business hours (9:00am-5:00pm, Monday - Friday).

6. Feel free to check the availability of our event spaces via the **Crown Institute Events Outlook Calendar**. If nothing is listed on the events calendar for your given day/time, the room is available.

III. Use of Meeting Rooms

Meeting rooms (any room other than the Aspen Conference Room, Peace Place, or Nourish Space – which are categorized as event spaces) can be booked directly in EMS by any Crown Institute faculty, staff, or affiliate.

1. Focus Rooms (206, 208, 209) are open to everyone (staff, faculty, students, and affiliates) on a drop-in basis without an EMS reservation.

2. All other meeting rooms should be reserved through EMS.

3. If you would like to book a meeting room and do not have the required EMS permissions, please use the internal event request form.

4. If you are booking a meeting room and need assistance ordering food, operating A/V, managing RSVPs, etc., please fill out the internal event request form and we will reach out to help.

5. The team holding an event is responsible for cleaning up all the spaces that were used after the event is over and returning the room to the basic set-up.

IV. Assisting a Campus or Community Partner with Room Reservations

1. We appreciate being able to work with campus and community partners who support our mission and are aligned with our values! We encourage any staff member to sponsor these groups to use our space.

   a. Groups will be prompted to tell us a little about the proposed project / event and how it fits with our values when asking to reserve the space.

2. If you are working with a campus or community partner to help them reserve space at the Crown Institute, please direct them to fill out our [event partnership request form](#).

   a. Please note we cannot confirm a reservation more than 2 months in advance for these groups.

3. We ask that requests from organizations or individuals have a connection to the Crown Institute through a staff or affiliate member.

   a. This person is their "staff contact" and should be able to vouch for the individual or group using our space.

      i. If this is a new connection, a Crown Institute staff member, affiliate, or graduate student should plan to be present for the event.

      ii. With occasional exceptions, we cannot accommodate campus and community partner event requests outside of business hours (9:00am-5:00pm, Monday-Friday).

V. Use of A/V Equipment & Training on A/V Equipment

Crown Institute audio-visual equipment and services are available to all users of our facilities and can be arranged via the event request form during booking.

4. An A/V orientation will be required for all individuals or groups wishing to operate A/V systems in the Aspen Room.

5. Each room has different A/V and technical capabilities. Please make sure you clarify whether the room you are requesting meets your A/V needs. See a list of A/V specifications & capabilities here.

6. Crown Institute groups may request assistance with operating A/V systems.

   a. We will do our best to provide A/V support during your event, but this depends on staff availability and the timing of your event.

b. If requesting assistance, please indicate what systems you will be using on the event request form (i.e., sound, video, PowerPoint presentation, Zoom livestream, etc.)

c. You must provide your presentation or other media *24 hours before the event* if requesting A/V assistance.

7. Campus and community partner groups are required to run their own A/V and must set up an A/V orientation.

8. See our [Aspen Room A/V Guide](#) for more details about operating the A/V system in the Aspen Room.

VI. Assistance with Room Set-up

9. For Crown Institute groups and individuals, please make sure you let us know your preferred room set-up during initial booking via the event request form.

a. If you are not sure what would work best, we'd be happy to walk you through the options and find one that best suits your group and event!

b. Check out some of these [event set-up options](#) for inspiration!

10. Please make sure you reset the room after using the space.

11. If using the Aspen Room, please return the room to the basic set-up after your event (see photo) unless you have made other arrangements with event staff.

VII. Catering

Catering of food and beverages is available to all groups hosting an event at the Crown Institute.

1. Crown Institute groups may request staff assistance with ordering food or drinks if needed.

a. If your team has a staff member dedicated to event or program logistics, they should handle catering for your event.

2. We are happy to provide a list of [catering contacts and resources](#) if you need ideas!

3. If your team does not have a staff member who can help with catering, please reach out to the Event Coordinator *at least Two (2) weeks prior to your event* for assistance ordering food or drinks.

4. Campus and community partner groups must organize their own catering.

VIII. Use of Nourish Space

Please clean up after your group when serving food or drinks in the Aspen Room, and when using the Nourish Space.

1. The kitchen is a shared space, and guests are welcome to use the available glassware and reusable kitchen supplies.

2. To help keep the area clean, we ask that all guests clean up after every event by placing used dishes and silverware in the dishwasher or washing them by hand and wiping down used surfaces.

   a. Cleaning supplies are in the kitchen cabinets to the right of the sink – see photo here.

3. We kindly ask that outside groups refrain from using our disposable plates and cutlery.

4. For more information about our building policies please see our Building Policies and FAQs document here.

VIII. General Liability Clause

As part of our booking process, we require you to accept the terms outlined within our partnership request form as well as the code of conduct listed below if you wish to host an event at the Renée Crown Wellness Institute. We will also ask that you specifically acknowledge that you have read and understood the University's policies regarding hosting events and activities, which can be found here: Events and Activities Policy, and Event and Activities Approval Guidance.

Code of conduct when hosting an event at the Renée Crown Wellness Institute:

o The event organizer is responsible for the actions and behavior of all guests, including members of other groups or organizations participating in the event. This responsibility includes, but is not limited to any damage, markings, or defacement of the building, floor, furniture, fixtures, or equipment which is in or about the premises. The event organizer agrees to pay clean up and repair costs where applicable and will be liable for all repairs or damage beyond normal wear and tear.

o Attendees should not make any alterations in or additions to the premises.

o Student attendees or participants, even if they are not directly affiliated with the organizers, may be held accountable for violations of campus policy, as individual students or student organizations as appropriate.

o Staff and faculty may be held accountable for violations of campus policy.

o The Renée Crown Wellness Institute will not be held responsible for accidents, injuries, loss of, or damage to personal property or through fire, theft, or other causes while using our facility.

- o Please review and adhere to the campus' use of university facilities policy: https://www.colorado.edu/policies/campus-use-university-facilities
- o ADA: Please note there are time parameters to meet ADA accommodations. If you have guests needing ADA accommodations, please visit: http://www.colorado.edu/oiec/ada-accessibility/access-accessibility
- o If you have minors in attendance, please note you must be in compliance with the following policy: http://www.colorado.edu/policies/child-protection-policy.
  - o Please consult our O&E Mandatory Reporting Guidance Document for guidance on best practices
- o Indemnification and Hold Harmless statement: All clients/event organizers who reserve space with the Renée Crown Wellness Institute are subject to the following policy: "Lessee hereby agrees 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 connection with the lease or agreement."

Please note that CU Boulder has an additional events form that must be filled out when hosting an event, which can be found here: Campus Event Management Form.

IX. Use of Facilities by Non-University Groups

For non-university groups requesting to use meeting rooms or events space at the Renée Crown Wellness Institute, please provide the required insurance and indemnification requirements per the following university policy.

X. Appendix A — Crown Institute Building Policies

Building Access

Access to the building is restricted to Buff OneCard holders. During business hours (Monday - Friday, 8 AM - 5 PM), please ring the doorbell for entry. Outside of these hours, a Crown Institute affiliate with OneCard access must provide entry.

Accessibility

The building is equipped with an elevator and exterior ramps. There is also a health room on the first floor (Sage Room 112), which is a quiet space that may be used for taking a break, reducing sensory overload, nursing, or tending to other private health needs.

Building Technology (Audio/Video)

All meeting rooms connect via one USB and one HDMI cable. Note that both cables must be connected to the computer to use the A/V in the room. Please contact the front desk for assistance and to report problems.

Service Animals

Colorado law allows dogs on campus trained specifically as service animals.

Rooms for Special Events

Aspen Conference (Room 200)

The Aspen Room is our largest multi-purpose event space and is suitable for groups of up to 65 people depending on the layout. It is Zoom/livestream capable and set up for hybrid and in person events. This room's A/V system requires special training, which can be scheduled ahead of your event by contacting el.rice@colorado.edu.

Peace Place (Yoga Studio)

We invite guests to use the equipment in the yoga studio. Connect to "Peace Place" with your phone or Bluetooth device to use the speakers in the room.

Nourish Space (Kitchen)

The kitchen is a shared space, and guests are welcome to use the available glassware and kitchen supplies. Please clean up after events by loading dishes into the dishwasher and wiping surfaces. All unlabeled items in the refrigerator will be discarded weekly.

Contacts:	For event inquiries El Rice (They/Them) _el.rice@colorado.edu_ _303-492-3574_	**For after-hours, 24/7 support (non-IT support):** Facilities Management Operations Control Center _303-492-5522_

XI. Appendix B – Crown Institute Parking & Wayfinding Information

Main Entrance

Renée Crown Wellness Institute 1135 Broadway Boulder, CO 80302

Parking at the Crown Institute is for permit-holding employees only. To avoid a ticket, please consider using one of the parking lots nearby or street parking.
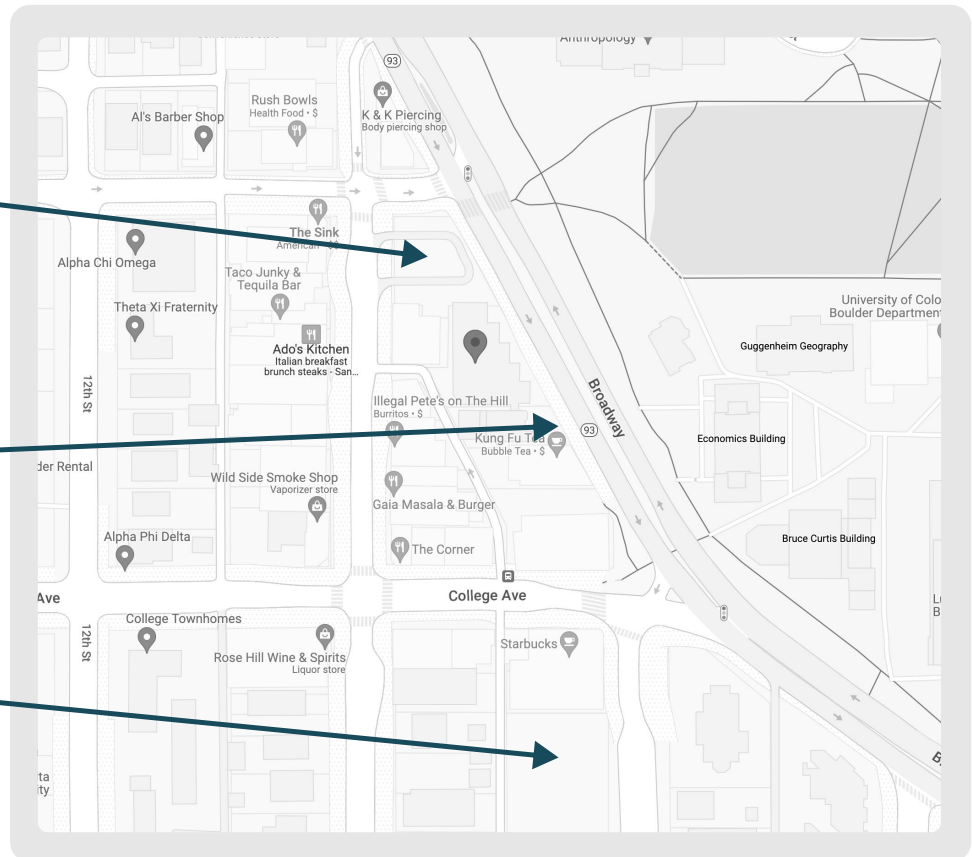
RECOMMENDED
Paid parking lot (Lot 065) adjacent to the Crown Institute.

1142 13th Street Boulder, CO 80302

Southbound **RTD bus stop** (Broadway and College Ave).

Paid parking lot, 3-minute walk from the Crown Institute.

1080 14th Street Boulder, CO 80302

XII. Appendix C – Cleaning Supplies

Location of cleaning supplies in Nourish Space (kitchen):

Cleaning Supplies

XIII. Appendix D – Audio-Visual & Technical Specifications

Aspen Conference Room

- *Maximum Capacity = 65 people (standing room only)*
- *Seated Capacity = 45 people*
    - Depends on room configuration
    - Standard set-up (round table) can accommodate 20 people
    - Conference or theatre style set-up can accommodate up to 45
- Podium (moveable; can be removed)
- Audio
    - In-room microphone for zoom talk-back (allows interactive zoom with participants and speaker)
    - No microphone available for speaker (no amplification available for in-person events)
- Video
    - 3 projectors with screens
- Zoom/livestream capable
    - Cameras – (2 presenter cameras; 2 audience cameras; adjustable view angles)
- Light filtering privacy shades on all windows
- Blackout shades on windows facing Broadway
- Available furniture / accessories:
    - Tables (2' x 5' rectangular, 29.5" tall)
    - 40 chairs
    - Any additional materials you request from the **Furniture Accessories for Check-Out** list (below)
- <u>Best for:</u>
    - Larger events (up to 65 people)
    - Celebrations, meetings, conferences, workshops, meet & greets, presentations
    - Large group meditation practice or movement events
    - Hybrid events with a large in-person component

Peace Place (Yoga/Meditation Studio)

- Accessories:

- o 3 benches
- o (20" x 60" x 17" tall; 32" x 15" x 17" tall; 16" round x 20" tall)
- o Basic portable projector (available to check out)
- o Any additional materials you request from the **Furniture & Accessories for Check-Out** list (below)

- Best for:
  - o In-person only events; events with music, movement, or meditation practice events
  - o Not recommended for meetings or events with food

Nourish Space (Kitchen)

- o Maximum Capacity = 30 people (standing room only)
- o Seated Capacity = 16 people
- o No audio or video available
- o Available furniture/accessories:
  - o 16 Chairs (8 low; 8 high)
  - o 3 tables (2, 3' squares, 30" tall; 1, 3' x 8' rectangular table, 42" tall)

- Best for:
  - o Serving food in a separate space during an event in the Aspen Room, or for mingling time after an event
  - o In-person only events
  - o Food and beverage set-up/clean-up

Furniture & Accessories for Check-Out

These supplies can be set out for you to use in our event spaces. Please let us know in advance if you would like to use any of these items so we can make them available to your group:

- Meditation cushions (30 full sets)
- 20 yoga mats
- 26 yoga blocks
- 4 whiteboards (62" x 40"; magnetic)
- 4 cocktail tables (30" round; adjustable height)

XIV. Appendix E – Aspen Room A/V Guide

1. Connect your device

Plug in your device using both USB-C cables. If your device has fewer than 2 USB-C ports, and does not have an HDMI port, please bring an adapter or ask to check one out at the front desk. HDMI cable can also be used in place of the USB-C projector cable (see label).

2 USB-C cables
(audio + video)

If your device has fewer than 2 USB-C ports, and does not have an HDMI port, please bring an adapter or ask to check one out at the front desk.

Note: the projector will not turn on if the video input (USB-C labeled "projector" or HDMI) is not plugged in.

HDMI (video)
+USB-C(audio)+adapter

Front Desk staff can also assist you in the event of technical difficulties.

We are here to help!

2. Start Session & Select Source

Projectors will switch on automatically. If your device is not automatically selected, use the wall touchpad to choose **A-Laptop** from the drop down on **display 2 and 3**, and turn on SHOW VIDEO.
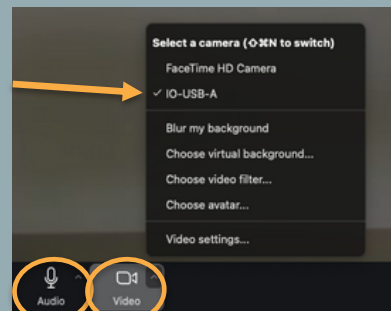
Audio & Video for Zoom

- Open Zoom on your device & "Start Meeting"
- Select IO-USB-A from both the "Audio" and "Video" drop downs
- Your computer is now connected to the speakers and microphone in the room

Cameras for ZOOM

- Use the wall-mounted touchscreen panel to activate cameras
- Tap the **"Camera" tab** on the top of the touch panel and use arrows to adjust the camera angle
- Select Rear Camera or Front Camera
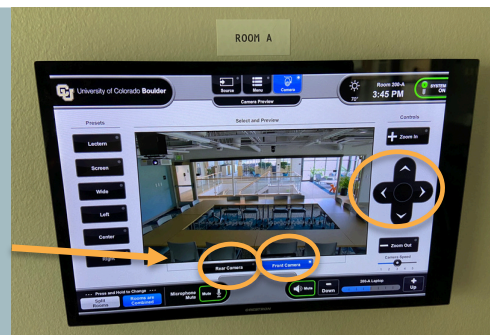
Connecting to Speakers & Microphones (for Mac)

o Open the "System Settings" menu on your computer

o Select "Sound"

o Under "Output," select **IO-USB-A**

o Under "Input," select **IO-USB-A**

o You are now connected to in-room speakers & microphones
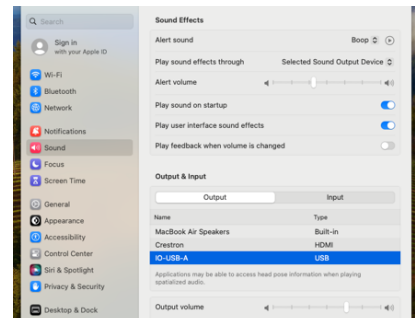
3. Turn Off System

o On the wall touchscreen

o Click the "System On" tab

o Select "Yes"

o When projector screens roll up, the system is off.
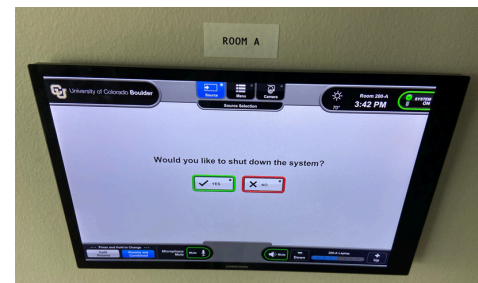
Aspen Room A/V Troubleshooting

Compatibility Issues with Pre-2020 MacBook

Pre-2020 Mac computers may have trouble connecting to the system directly without a Mac adapter and may not be able to connect to audio. If you have an older Mac and projector colors are distorted, please ask for an adapter at the Front Desk and use it with the HDMI video cable to connect to your computer. If you have access to one, a post-2020 Mac or PC is recommended. If using the HDMI cable instead of the projector USB-C, you will need to adjust the HDMI input. Remove the lid from the black cable box (located behind the podium).

Unplug the HDMI from the black input and plug it in to **blue**/**black** input labeled "Crestron".

XV. Appendix F – Aspen Room Set-Up Options

Above: **Aspen Room Basic Set-up**
Please return the room to this configuration after your event ends unless you have made other arrangements with the Event Coordinator.

Above: **Meet & Greet Set-up with Round Tables**

Above: **Meet & Greet Set-up with Square Tables**

Above: **Large Group Conversation Tables Set-up**

Above: **Large Conference Set-up** (tables & chairs)
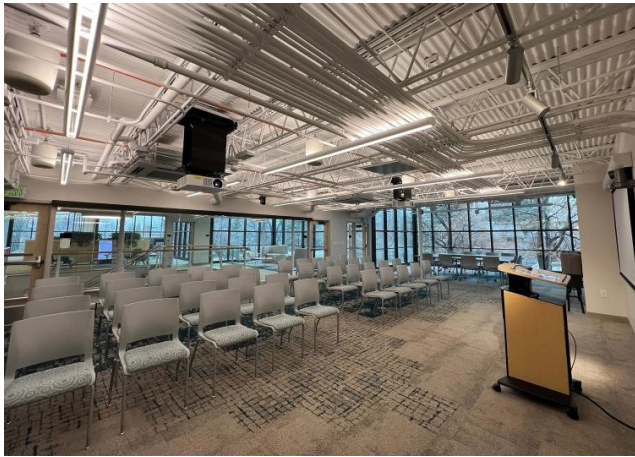
XV. Appendix F – Aspen Room Set-Up Options (continued)

Above: **Small Guided Practice set-up** (chairs, cushions, mats)

Above: **Theatre Style Set-up** (chairs only)