



# The Renée Crown Wellness Institute

## Community Partners Guide for Scheduling Events & Reserving Rooms

[Updated 02/04/2025]

This short guide has been created to provide an overview of policies for University of Colorado Boulder and community groups who wish to reserve meeting rooms and event spaces at the Renée Crown Wellness Institute.

Our goal is to clarify and provide structure around the process of 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](mailto:el.rice@colorado.edu).

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



**crown  
institute**

Renée Crown Wellness Institute  
1135 Broadway  
Boulder, Colorado 80309  
[colorado.edu/crowninstitute](http://colorado.edu/crowninstitute)

## 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 through committing to our shared values:

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

## II. Reserving Crown Institute Event Spaces: Aspen Room, Peace Place, and Nourish Space

Our capacity to host external events is very limited, and we prioritize strategic community and campus partners who support our mission and are aligned with our values. When making a request, you will be prompted to tell us a little about the proposed project or event and how it fits with our values.

All reservations of Crown Institute event spaces are handled by the Event Coordinator. Crown Institute event spaces include the Aspen Conference Room, Peace Place (yoga/meditation room), and Nourish Space (kitchen). These event spaces can accommodate groups of up to 65 people depending on the room configuration.

All other rooms at the Crown Institute are considered meeting rooms and can accommodate between 2 and 10 people depending on the room.

We cannot accommodate campus and community partner event requests outside of business hours (**9:00am-5:00pm, Monday-Friday, inclusive of set-up and clean-up time**)

1. To get started, please fill out the [event partnership request form](#).
  - a. Please note that we cannot confirm a reservation more than two months in advance.



- b. We suggest making your request at least two weeks prior to your event. We are ***unable to accommodate events requested with less than one week's notice.***
  - c. All requests must have a connection to the Crown Institute via a staff or faculty member. This person is your “staff contact.”
    - i. In most cases, we require that a Crown Institute staff member, faculty member, or graduate student (ideally your staff contact) be on site during your event.
2. Once you have filled out the form, a staff member will be in touch with you within three business days to let you know if we can accommodate your event request.
- Please note: your request is not confirmed until you hear back from a staff member.
3. We can offer the following forms of support to campus and community partner groups:
- a. A/V training (this required when using the A/V system in the Aspen Room)
  - b. A/V set-up (pending staff availability during your event day/time)
  - c. Access to requested furniture and accessories ([see Appendix D](#))
    - ii. Please note that groups are responsible for setting up the room and returning it to its original configuration after the event ends.

### 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 also be requested via the [event partnership request form](#).

Crown Institute meeting rooms can accommodate between 2 and 10 people depending on the room and are designed to work for both in person and hybrid meetings (zoom capable, with room microphone and speakers). Instructions for connecting to the meeting room A/V systems can be found in the rooms. Please reach out to our front desk staff if you need further assistance.

### IV. Audio-Visual Equipment Use & Training

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

- 1. An A/V orientation is required for all individuals or groups wishing to operate A/V systems in the Aspen Room.
  - a. If you are reserving another room such as the Peace Place or a smaller meeting room, an A/V orientation is not required. You may still request one if you feel it would be helpful, and we'll do our best to accommodate as staff availability allows.

2. Each room has different A/V and technical capabilities. Please view the room specifications in Appendix D, and make sure you clarify whether the room you are requesting meets your A/V needs.
3. The Aspen Room A/V system requires a compatible computer and/or adapters to function properly. Older machines may not be compatible.
  - a. To learn more about technical specifications for the Aspen Room A/V system and double check that your computer will work, [please see Appendix E](#).
4. All groups using the Aspen Room are required to run their own A/V and must set up an A/V orientation with our staff.
  - a. Please indicate what systems you will be using on the event request form (i.e., sound, video, PowerPoint presentation, Zoom livestream, etc.)
  - b. Please note that tech support may not be available during your event.

## V. Room Set-up and Break-down

1. Groups are responsible for setting up the room to meet your group's needs and returning it to its original configuration after your event ends.
2. Please tell us your preferred room configuration during the initial booking so we can ensure all requested furniture items and materials are available.
  - a. Options include tables and chairs; chairs only; yoga mats, blocks, and cushions; meditation cushions; high-top tables (without chairs)
  - b. Check out some of these [event set-up options in Appendix F](#) for inspiration!
3. Please make sure you reset the room after using the space. Failure to do so may prevent us from hosting your group again in the future.
  - a. If using the Aspen Room, please return the room to the standard set-up after your event ([see photo in Appendix F](#)) unless you have made other arrangements with event staff.

## VI. Catering

Campus and community partners are welcome to bring food into our event spaces but must organize their own catering. A list of suggested caterers is available upon request. Please make sure to clean surfaces, wipe up food spills, and take out the trash prior to leaving. You will be shown where to find trash cans, bags, and other cleaning supplies during the building tour (see additional details below.)

## VII. Use of 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 in Appendix C](#).
3. We kindly ask that outside groups refrain from using our disposable plates and cutlery.
4. Please ask a staff member for help prior to using the espresso machine.

For more information about our building policies please see the [Building Policies document](#).

## VIII. Code of Conduct & Liability Clause

As part of our booking process, all groups are required to accept the terms outlined within our [partnership request form](#) as well as the code of conduct described below. We also ask that groups acknowledge that they 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:

- 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.
- Attendees should not make any alterations in or additions to the premises.
- 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.
- Staff and faculty may be held accountable for violations of campus policy.
- 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.
- Please review and adhere to the [Campus Use of University Facilities](#).

- ADA: Please note there are time parameters to meet ADA accommodations. If you have guests needing ADA accommodations, please visit the [University Accessibility Assistance page](#).
- If minors under the age of 18 are in attendance, please note you must be in compliance with the [University Child Protection Policy](#).
  - Please consult our [O&E Mandatory Reporting Guidance Document](#) for guidance on best practices.
- 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

Non-university groups requesting to use meeting rooms or events space at the Renée Crown Wellness Institute will be asked to 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](mailto: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](mailto: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



Parking at the Crown Institute is for permit-holding employees only. To avoid a ticket, please use one of the parking lots nearby or street parking.

#### RECOMMENDED

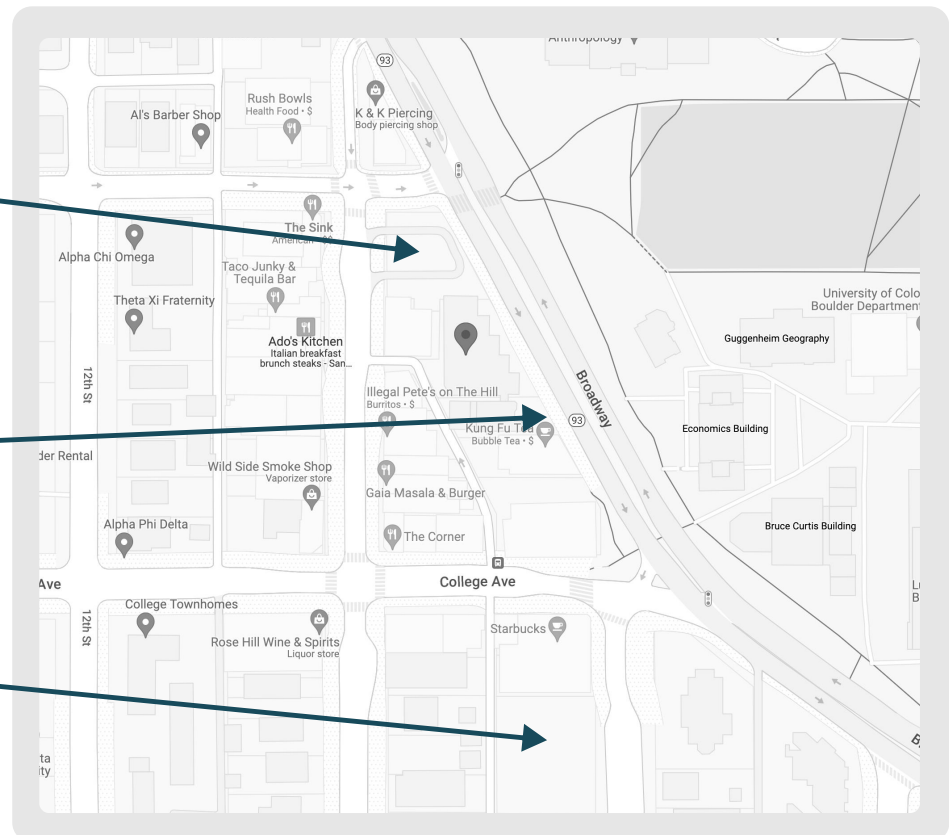
Paid parking lot (Lot 065) adjacent to the Crown Institute.

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):**



## 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
- Best for:
  - 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)

- Maximum Capacity = 25 people (seated activities)
- Capacity for Yoga/Movement Class = 10-12 people
- Bluetooth audio
- No microphone
- Not Zoom/livestream capable
- Available furniture / 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)**

- Maximum Capacity = 30 people (standing room only)
- Seated Capacity = 16 people
- No audio or video available
- 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 Available 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)
- 18 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).

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.

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.



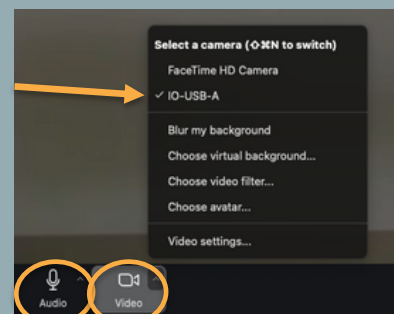
2 USB-C cables  
(audio + video)



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

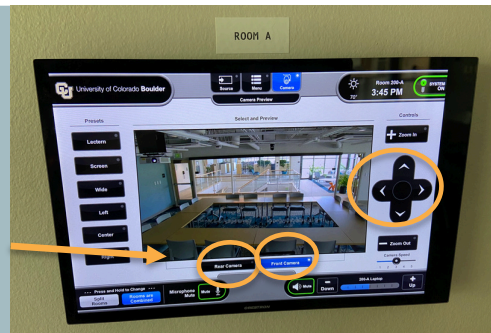
#### Audio & Video for Zoom

- 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



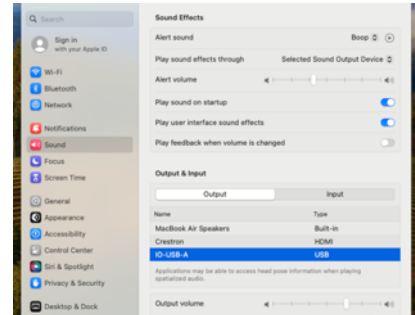
## Cameras for ZOOM

- 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



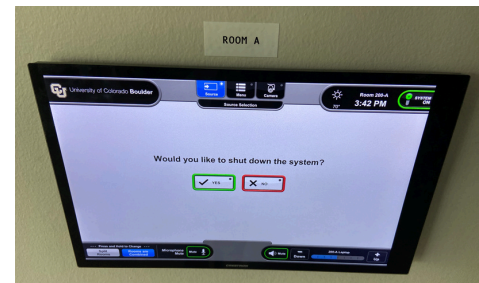
## Connecting to Speakers & Microphones (for Mac)

- 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”.



## Other Fixes

Occasionally, cables become detached.

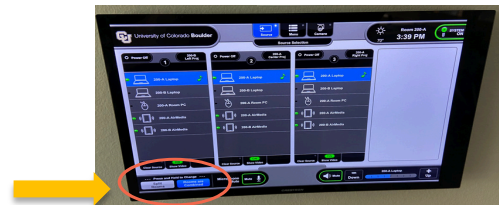
If projector is not turning on, please check both cables are fully [plugged in at the wall].



## Combining Rooms: Using all 3 Screens

The Aspen Conference Room (Room 200) has two separate A/V systems (Room A & Room B).

- o **Room A** includes 2 projectors, located on the West side of the room, opposite the windows over Broadway. Room A is used for the majority of our events.
- o **Room B** includes 1 projector, located on the East side of the room, closest to the windows over Broadway. Room B can be used separately, or combined with Room A.
- o Room A and Room B **can be combined** by pressing and holding “Combine rooms” button. This allows you to use all three projector screens to display the same image.
- o **A/V still not working?** Please contact our front desk staff for additional assistance. We are happy to help you!





## 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**



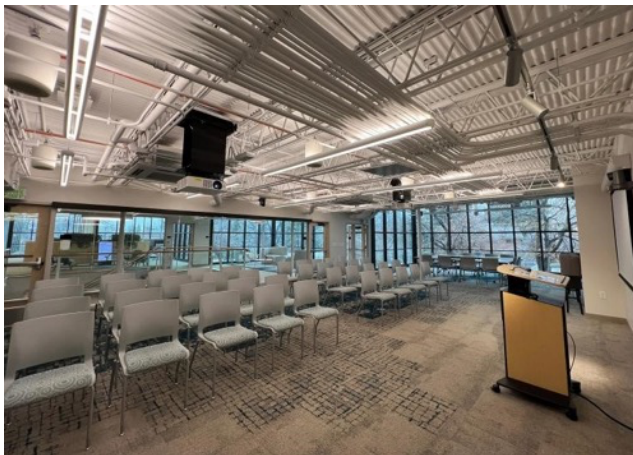
Above: **Large Conference Set-up (tables & chairs)**



## 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)