



# Events Planning & Catering

UNIVERSITY OF COLORADO **BOULDER**

Effective August 26, 2019

## **UNIVERSITY MEMORIAL CENTER (UMC) ROOM RESERVATION POLICY**

### **Reservation Definitions**

*Significant reservations* are defined as events that require staffing, include any deviations from the “as is” setup, require additional audiovisual equipment or furniture, or where any impactful modifications have been requested by the client. Locations include, but are not limited to, the Glenn Miller Ballroom, Multipurpose Room 235, the Aspen Rooms and/or the South Terrace and Tent.

*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 audiovisual equipment; event date change and/or event time change; or any impactful modifications made to the original reservation as determined by CU Events Planning & Catering. Please note that any changes are subject to the approval of CU Events Planning & Catering.

*Business day* is defined as the following hours of operation for the CU Events Planning & Catering office:

### **Fall and Spring Semester**

Monday – Friday 8 a.m. – 4:30 p.m.

### **Summer**

Monday – Friday 7:30 a.m. – 4 p.m.

### **Preparing Payments**

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 Events Planning & Catering 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 Events Planning & Catering only accepts the following form of payment from RSOs:

- CU Interdepartmental Invoice (IN)

Non-university clients are required to provide a non-refundable/non-transferable room rental deposit within sixty (60) days of a tentative reservation being made or the reservation will be cancelled. The deposit is equal to the grand total for the room rental for all locations reserved.

CU Events Planning & Catering 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 Events Planning & Catering at time of booking in order for the reservation to be tax exempt.

### **Challenge Process**

When a reservation is in a tentative or hold status, clients are allowed to challenge other clients for the reserved space. If a non-refundable/non-transferable room rental deposit has been submitted by the primary client, the challenge process does not apply.

If a challenge is initiated, CU Events Planning & Catering will inform the original booking client of the challenge and that client is required to pay a non-refundable/non-transferable challenge fee deposit in order to confirm the space. The required deposit must be made within three (3) business days of notification of the challenge.

If a deposit is received by the established deadline, the reservation is confirmed and is no longer challengeable. If the space is released, the challenging client will have three (3) business days to submit a non-refundable/non-transferable challenge fee deposit to hold the space.

The challenge fee deposit is a flat fee per space, per day. The challenge fee deposit will be applied to the event equipment and/or labor, if applicable. (Deposit cannot be used towards catering.)

#### **Challenge Fee Deposit**

Non-university clients	\$400.00 per space, per day
University departments	\$200.00 per space, per day
Recognized student organizations	\$75.00 per space, per day

### **Weather Back-ups**

Weather back-up reservations are highly recommended by CU Events Planning & Catering when an outdoor event space is reserved. These spaces are available on a first-come, first-served basis. CU Events Planning & Catering cannot guarantee the availability of a back-up space in the event of inclement weather without the advance contracting of the space.

Should another group request the weather back-up space, the challenge process will apply in order for either group to secure the space.

Clients that have submitted a non-refundable/non-transferable room rental deposit for the primary event space are also required to submit a non-refundable/non-transferable room rental deposit for the weather back-up space.

If a non-refundable/non-transferable room rental deposit is not required for the primary event space or weather back-up space, clients will not be charged for either location (unless the location has an exchange of monies, which would require a non-refundable/non-transferable room rental deposit for the utilized space).

Final event space must be confirmed at least seventy-two (72) hours in advance of the reservation date. Failure to comply will result in CU Events Planning & Catering selecting the appropriate space on the client's behalf.

## **Event Holds**

If multiple dates and/or locations are requested and reservations are created for the same event, the client has sixty (60) days from the first date of the reservation to finalize the date and/or locations of the event and release all other dates and/or locations held. This is to allow university departments, recognized student organizations and non-university clients to utilize event space.

## **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 one (1) business day (excluding event day)	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 one (1) business day (excluding event day)	50% of total reservation cost

## **Late Bookings**

Late bookings are subject to the approval of CU Events Planning & Catering.

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

### **Labor**

An audiovisual technician is required for all events in the Glenn Miller Ballroom and may be required for other UMC spaces. This labor will be determined by CU Events Planning & Catering based on the client's audiovisual needs.

Security is required for all large event spaces, as well as all events with alcohol. UMC Administration reserves the right to determine the level of security and equipment needed for all events.

### **SAFE Meeting**

Attendance at a SAFE meeting may be necessary in order to 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.

### **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.

### **Books and/or Merchandise Sales**

Any book and/or merchandise sales at events must first be approved by CU Events Planning & Catering 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.

### **UMC 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](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 of and without the fault or negligence of the party.

### **Indemnification and Hold Harmless**

All clients who reserve space with CU Events Planning & Catering 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 or 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.