
RSO SPACE RESERVATION GUIDE



Center for Student Involvement

UNIVERSITY OF COLORADO **BOULDER**

A SERVICE OF CU STUDENT GOVERNMENT

GENERAL RESERVATION NOTES

HERE ARE HELPFUL TIPS FOR THE EVENT PLANNING PROCESS.



Allow enough time to get a confirmation for your reservation.

- In some cases we can accommodate same-day reservations. However, advance notice is best to secure your preferred location. Larger events and venues require reservations in advance.



Be clear about your plans for the space and event, including your needs for food, entertainment, technology support, etc.

- If you are working with CU Catering, it can add two weeks to your event planning timeframe. Please note that orders for a staffed event from the catering menu are due 10 full business days before your event, and orders from the express drop-off menu are due five full business days before your event.
- Be specific about your anticipated attendance to avoid being given a space that is too large or small.
- Confirm availability with CU Catering. Visit colorado.edu/eventsplanning/catering to review the event planning policies and request catering services.



Gather information from the reservation source in case you need to apply for funding.

- Prices listed on websites may increase based on the need for security, building staff, A/V equipment, etc. We recommend getting a quote directly from the source to ensure accuracy.
- Applying for and receiving funding can take four or more weeks.



Adhere to building rules.

- Reservations end at a specific time. Complete all clean-up and leave the space by the end of your reservation time.
- Remember you are a guest. Be respectful to the building staff, including student employees. Follow directions, like being asked to leave the building or clean up.
- Do not tape or affix things to walls, floors, ceilings or other spaces in the venue unless you have permission from building managers.

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CU EVENTS PLANNING & CATERING

WEBSITE:

colorado.edu/eventsplanning

LOCATION:

University Memorial Center, Room 140



SPACES FOR EVENT RESERVATIONS:

- Around 80% of the academic classrooms and other spaces on campus, including indoor and outdoor tabling locations, are available to reserve for events.



GREAT FOR:

- Ongoing small-scale meetings.
- Fundraising locations.
- Getting referrals or information about other campus spaces.



TO SCHEDULE:

Phone: 303-492-8833

In-person: UMC 140

Online: [Event Management System \(EMS\)](#)

- Follow the instructions for setting up access if it's your first time logging in.
- Student organization leaders should be able to reserve on behalf of an RSO they have access to.
- You may be asked to provide a Speedtype. RSOs should enter all zeros and indicate to contact CSI.



CASE

WEBSITE:

<https://o365coloradoedu.sharepoint.com/sites/ADMISS-CASE>

LOCATION:

CASE Building

GENERAL QUESTIONS:

caseservices@colorado.edu



SPACES FOR EVENT RESERVATIONS:

- Classrooms (no food allowed).
- Conference rooms (food allowed).
- 4th floor and auditorium (food conditional).



GREAT FOR:

- Classrooms are great for meetings, brainstorming and small quiet gatherings.
- Conference rooms or 4th floor spaces are great for guest speakers and mid-sized events.
- 4th floor spaces are great for award ceremonies and receptions.



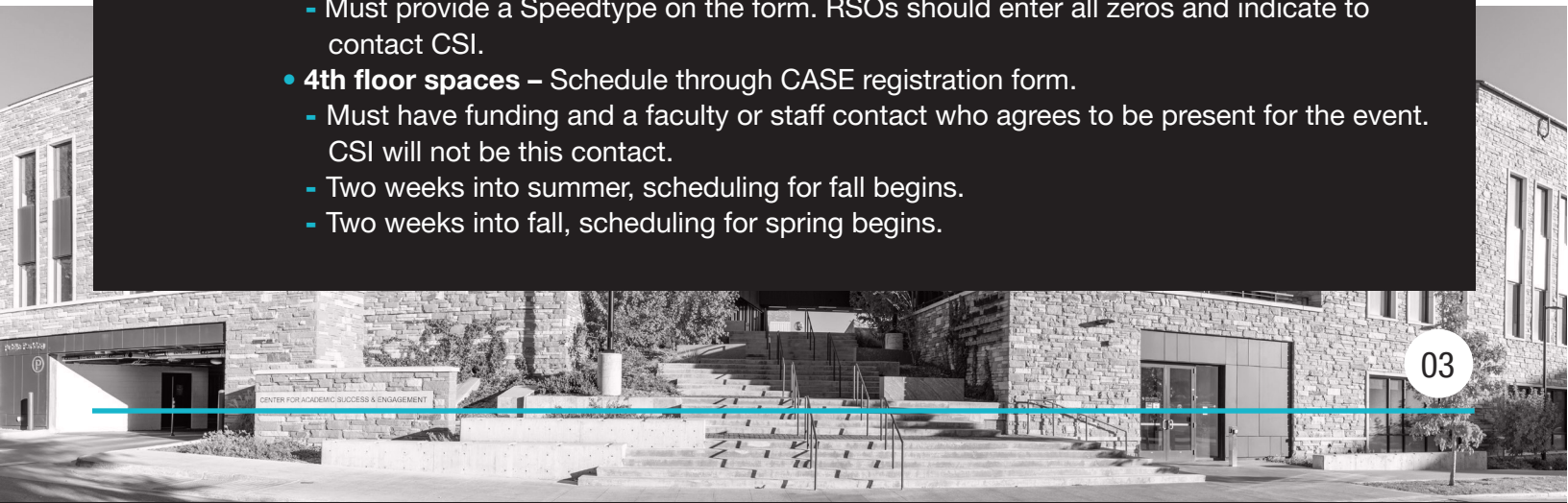
NOT GOOD FOR:

- Rituals, ceremonies, theme parties or anything that adds extra noise, hallway clutter or needs fully private spaces.



TO SCHEDULE:

- **Classrooms** – Schedule through [CU Events Planning & Catering](#).
- **Conference rooms** – Schedule through CASE registration form.
 - Must provide a Speedtype on the form. RSOs should enter all zeros and indicate to contact CSI.
- **4th floor spaces** – Schedule through CASE registration form.
 - Must have funding and a faculty or staff contact who agrees to be present for the event. CSI will not be this contact.
 - Two weeks into summer, scheduling for fall begins.
 - Two weeks into fall, scheduling for spring begins.



RECREATION CENTER

WEBSITE:

colorado.edu/recreation

LOCATION:

Recreation Center

GENERAL OR EQUIPMENT RENTAL QUESTIONS:

Email Dorian Adams at dorian.adams@colorado.edu.



SPACES FOR EVENT RESERVATIONS:

- A variety of indoor and outdoor courts, fields and facilities.
- Rent out games and other equipment, [view full details here](#).



GREAT FOR:

- Team sports or active group activities.
- Team bonding activities.



TO SCHEDULE:

Large reservations, outdoor fields and specialized facilities:

- Email recrequest@colorado.edu.
- Reserve at least 10 business days in advance.

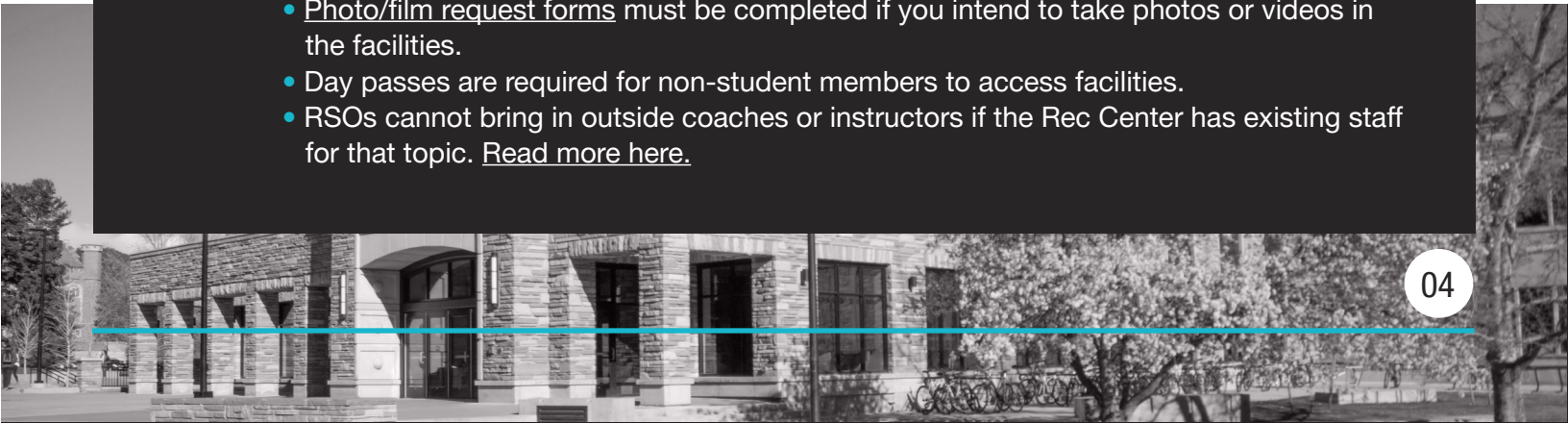
Indoor small studios and courts:

- Reserve online via Event Management System (EMS).
- Reserve at least three business days in advance.



SPECIAL CONSIDERATIONS:

- Events with 10 or more people must have a reservation.
- [Photo/film request forms](#) must be completed if you intend to take photos or videos in the facilities.
- Day passes are required for non-student members to access facilities.
- RSOs cannot bring in outside coaches or instructors if the Rec Center has existing staff for that topic. [Read more here](#).



CONFERENCE SERVICES

WEBSITE:

colorado.edu/conferenceservices

LOCATION:

Williams Village



SPACES FOR EVENT RESERVATIONS:

- Kittredge Central and Village Center spaces during the academic year.
- Residence halls and conference spaces during the summer.



GREAT FOR:

- Guest speakers, cultural events, formals or receptions during the academic year.
- Large-scale conferences or events that involve the community or other campuses for the summer.



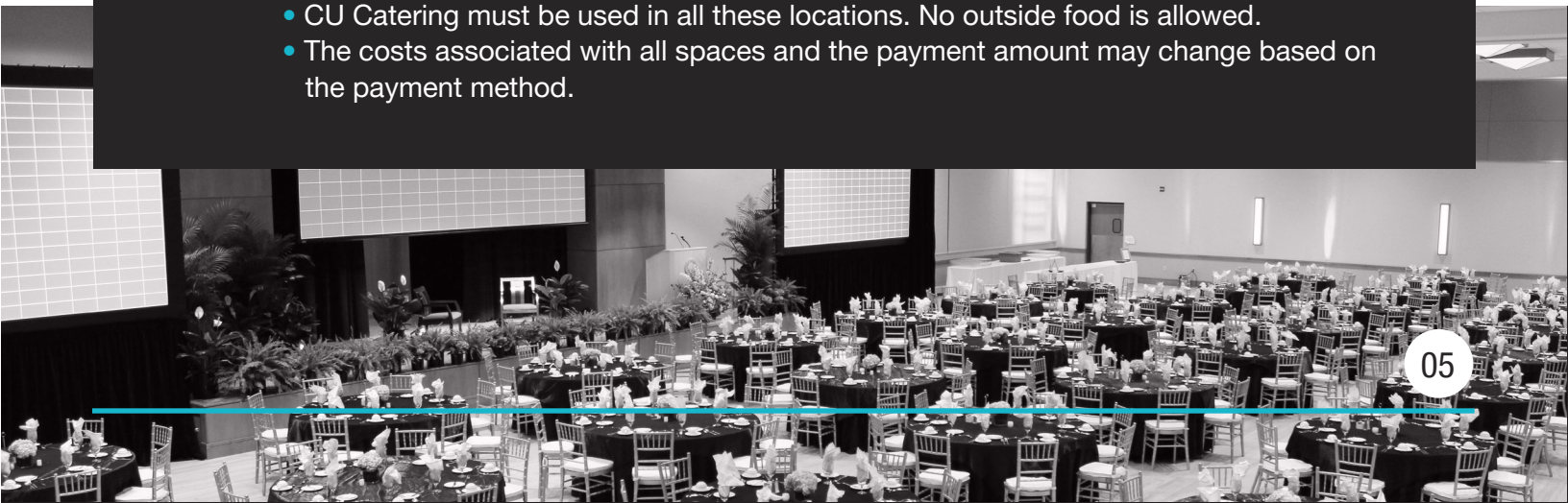
TO SCHEDULE:

- 1) Use [CU EMS](#) to start a reservation.
- 2) Conference Services staff will make contact to coordinate plans.
- 3) Conference Services will provide all setup or diagrams and host an on-site visit.
- 4) Event confirmation quote will be sent and can be used to approach funding boards.



SPECIAL CONSIDERATIONS:

- We usually book out spaces four years in advance during summer, so it's best to plan ahead.
- CU Catering must be used in all these locations. No outside food is allowed.
- The costs associated with all spaces and the payment amount may change based on the payment method.



OTHER CAMPUS SPACES



FISKE PLANETARIUM

- The planetarium is good for audio/visual shows, speakers, team bonding activities or concerts.
- Food and drinks are allowed in the lobby only. People are not allowed to sit or stand in the aisles during shows.

Contact: Francisco “Tito” Salas (francisco.salas@colorado.edu)

Website: colorado.edu/fiske/rent-fiske



ATHLETICS

- Various clubhouse rooms, terraces, practice gyms and arenas.
- Athletics facilities can be expensive. Request a full price quote before planning your event.

Website: cubuffs.com/facilities



CU HISTORY MUSEUM

- The facility includes two larger rooms that can be used for events, film screenings, dances and club socials.
- Can have food from vendors on or off campus, including CU Catering.

Contact: Suzanne Balog (suzanne.balog@colorado.edu)

Website: colorado.edu/cumuseum



MACKY AUDITORIUM

- Large-scale auditorium for speaking engagements or concerts.

Contact: Rudy Betancourt (rudy.betancourt@colorado.edu)

Website: colorado.edu/macky/rent-macky