

Things to consider before you make a request:

In addition to State and University policies, the Law School retains the right to limit access to use the Wolf Law Building to those individuals and activities deemed to support and promote its academic mission and vision as stated in the Law School's strategic plan.

- The Wolf Building was built for the Law School. All the rooms for public use are "SMART" rooms. The entire building has WiFi access for computers registered on the CU network. Requests and needs of the Law School will always be considered priority and possible "bumping" can occur based on that need up to two months in advance.
- Wolf's largest space (Wittermyer Courtroom) accommodates no more than 250 people.
- Most classrooms are fully booked during the week days and into the evenings.
- Events outside normal business and guard hours and events with >100 attendees may require additional security on-site.
- Rooms have associated room rental costs. These are based on a graduating scale per the group requesting. Campus groups pay less than off-campus groups. (See separate "Usage Fee" sheet.)
- Security is important in this building. Part of the booking arrangement may involve obtaining access by use of a key. Also, security guards may be required for the time of or nature of your event, which will add to your costs.
- In advance of the event, it is the responsibility of the requestor (that's you) to review the AV "How to..." documents in your room. Try out the system beforehand. "How to..." documents are available at <https://www.colorado.edu/law/reservations-and-floorplans>. If you have any questions after reading and testing the AV equipment, please contact CU Law IT at lawit@colorado.edu.
- Classrooms are designed for the instructor to furnish a laptop, plug in, and present. There are no computers in the classrooms. Computer hookup is via VGA, HDMI, & Mini Display Port cables. There are also USB-C & Micro HDMI adapters attached to the cables. If you have a Mac or other computer with a different video connector, you need to bring it with you.
- If you'd like a free AV system walkthrough, you must request and book it at least **48 hours** prior to the event with the IT department. [Note: We can't guarantee availability of a tech for the walkthrough]
- If special technology needs require a tech to either set up or cover an event, then you will be charged a fee.
- Video-conferencing is available via Zoom. There is always a charge for videoconferencing setup.
- Food and drink is allowed in classrooms or seminar rooms unless specifically stated. **CU/UMC is the preferred caterer for the Wolf Law Building – arrangements must be made directly with them at (303)492-8833.** If caterers or other deliveries are expected, the event manager must be on site to receive them and must include these hours in the room reservation request.
- Wolf does not have table or chairs to rent. Requestor needs to make arrangements for furniture set up.
- Requestors will be sent a confirmation contract that must be returned a minimum of two calendar weeks or 10 business days in advance of the date of the event.
- If paying by check (for off-campus organizations), check must be received at least five business days prior to the date of the event or the booking will be canceled or by due date on contract.
- No events will be scheduled more than a semester in advance. No events can be scheduled in classrooms until the semester's courses are finalized.
- **If alcohol is to be served in Wolf, contact University Risk Management for liquor liability insurance requirements: (303) 735-5900**
- When requested, liability insurance must be obtained and in force.
- All applicable building and University policies must be followed.

To view the floor plan please visit: