

UMC 2nd Floor Policies
Student Engagement and Collaboration Area Lounge and Veterans Memorial Lounge
Approved by UMC Board on February 9, 2016
Updated by UMC Board on August 30, 2016

The Student Engagement and Collaboration Area Lounge and Student Organization Work and Meeting Rooms are located in the southwest wing of the University Memorial Center (UMC). This space was designed with multiple purposes to meet needs identified by Recognized Student Organizations (RSOs). RSOs are those student organizations that are registered and in good standing with the [Center for Student Involvement](#) (CSI). Under this policy, “students” refers to currently enrolled CU Boulder students only. Any exception to any portions of this policy must be approved by the UMC Director or their designee.

Main lounge area – The main lounge is generally not reservable and should remain an open lounge.

Reserving meeting rooms and prep/work rooms – The six (6) meeting rooms in this area can be reserved by RSOs that utilize the 2nd floor space. The two (2) prep/work rooms can be reserved by a RSO for event or project preparation. Reserving these rooms can be done through the UMC Events Planning and Catering Office (EP&C) or through <https://vems1.colorado.edu> up to four weeks prior to their needed use. Only RSOs registered through CSI as a “Cultural and International”, “Religion and Spirituality”, or “Social Justice and Activism” are allowed to reserve the space.* If a room is not in use, any RSO or current CU Boulder student may use the space.

**During the process of creating CSI, the UMC Board heard feedback that student organizations, in particular student organizations that support historically underrepresented students, need space where they can meet and plan events as well as space to store event materials for the short-term. Therefore, first priority for these rooms is for student organizations that represent and/or support historically underrepresented students. If a student organization’s mission and purpose align with this intent and they are not registered in the aforementioned categories, the RSO can submit this information to the UMC by completing the SECA Use Form at colorado.edu/umc/about/info.*

Reserving the lockable storage cabinets within the prep/work rooms – The lockable storage cabinets within each prep/work room will be coordinated by UMC Events Planning & Catering (EP&C) up to four weeks prior to their needed use. The cabinets are available for one-week periods and can be reserved for up to three (3) consecutive one-week periods; each one-week period is a separate reservation.** Storage cabinets are only available to RSOs on a first-come, first-serve basis, up to four weeks out, and in the following order:

1. Student organizations that reserve the work room for the week.
2. Student organizations that reserved the work room for the following week.
3. Other student organizations that have been authorized to use the space.

The lockable storage cabinets are not available to individual students, non-student organizations, staff, faculty, or the general public. Student organizations are financially responsible for any damage to the storage cabinet or lock. If there are allegations of misuse or nonuse of storage cabinets by the RSO, the RSO will be notified in writing. RSOs may not store any volatile, explosive or dangerous chemicals or items and they may not store any perishable items in the storage cabinets. All applicable UMC, CUSG, University of Colorado, and State policies and guidelines apply to the use of the storage cabinets.

*** A one-week period is defined as Monday morning (after 10 am) to Sunday evening and all materials must be removed by Sunday when the UMC closes. Any materials left in a storage cabinet may be taken to the UMC Reception Desk and held until 2 days following the end of the reservation. After this time period, any materials will be disposed of at the discretion of the UMC.*

Veterans Memorial Lounge- The Veterans Memorial Lounge is generally not reservable and should remain an open lounge with the exception of events to celebrate or honor veterans, such as the Veterans Day ceremony.

Washroom and Quiet Room- Both of these spaces are generally not reservable. Any exception must be approved by the UMC Director or their designee. The Washroom is accessible to CU Boulder students, staff and faculty with a valid BuffOne Card who request access a key through the UMC Reception Desk. The Quiet Room will remain unlocked during UMC business hours.

Use of space when not reserved – If a meeting or prep/work room is not reserved, students and RSOs can use the space for impromptu meetings or for studying. Students and RSOs must vacate the space when the next scheduled meeting begins.

These rooms are not available for academic classes, recitations, or labs but may be used ad hoc by CU Boulder students for studying purposes as a secondary priority and when not in use by RSOs.

During the summer months, non-registered organizations may be allowed to reserve the work/prep rooms, meeting rooms, and main lounge area through EP&C if approved by the UMC Director or their designee.