OUTSIDE AGENCY INSTRUCTION SHEET

You've indicated your department is sponsoring this event is on behalf of an outside agency/organization. For planning purposes, your department is the official designated liaison between the outside agency/organization and OIT-Technology Support Services (TSS) entities and will be responsible for coordination of services with other AMC departments - parking, security, cleaning, etc. Accordingly, PLEASE DO NOT refer outside agency/s to inquire directly to CU Anschutz or CU Denver entities for services. PLEASE NOTE: RENTAL FEES APPLY TO THE USE OF THIS SPACE. PLEASE NOTIFY THE OUTSIDE AGENCY ACCORDINGLY.

Attached is an outside agency packet which includes: policy, contract, indemnification agreement, and rental rates. Please note the following:

- The sponsoring department is required to attend and manage this event.
- Review the packet carefully. The Outside Agency packet must be returned to TSS no later than three weeks prior to the date of your event. Non-compliance may subject your event to cancellation.
- Requests for other CU Anschutz or CU Denver entities-parking, audio, video, security, cleaning services or facilities services-should be submitted no later than three weeks prior to the date of your event. You may refer to the contact sheet, located in your outside agency packet, for these services.
- Your request will be held in “tentative” status and will not be officially confirmed until TSS has received all required documentation.
- As the official designated liaison, contact Technology Support Services Director, Betty Charles (betty.charles@ucdenver.edu) at 303-724-1558, if you have logistical questions regarding your event.
OUTSIDE AGENCY CHECK LIST

☐ REVIEW: CU DENVER AND CU ANSCHUTZ OUTSIDE AGENCY POLICY.

☐ CONTRACT (EXHIBIT A): SIGNED BY COSPONSORING DEPARTMENT (SPEED TYPE INCLUDED) AS WELL AS OUTSIDE AGENCY.

☐ INDEMNIFICATION AGREEMENT (EXHIBIT B): SIGNED BY OUTSIDE AGENCY.

☐ REVIEW (EXHIBIT C): USE OF FACILITIES RENTAL RATES FOR EXTERNAL ENTITIES.

☐ CERTIFICATE OF INSURANCE: PROVIDE A COPY FOR FILE TO TECHNOLOGY SUPPORT SERVICES.

☐ REVIEW: CU DENVER AND CU ANSCHUTZ CONTACT LIST
A. Introduction

1. **Purpose**
   This policy is one policy within a suite of polices regarding campus space. The purpose of this policy is to set forth the policies and procedures regarding the appropriateness and priority of use of University of Colorado Denver and Anschutz Medical Campus (University) space, equipment and services by External Entities. Furthermore, the policy specifies the process for requesting and obtaining approval for such use and the conditions and limitations of use.

2. **References**
   a. Auraria Higher Education Center [Campus Event Services](#)
   b. CRS 24-113-101 Legislative Declaration – Government Competition
   c. CRS 24-113-104 Competition with Private Enterprise by Institutions of Higher Education - Rules
   d. CRS 23-20-123 Rents of Charges for Buildings and Facilities for Research
   e. CRS 1-45-101 et seq., Colorado Fair Campaign Practices Act
   f. CU Administrative Policy Statement [Use of Facilities by Non-University Groups -- Insurance Requirements](#)
   g. Laws of the Regents Article 14.B.3. [Campus Regulations Regarding Use](#)
   h. UC Denver Policy [Alcohol](#)
   i. Matrices for Availability of Services to External Entities,
   j. UC Denver Policy [Signature Authority](#)

3. **Applicability**
   This policy applies to all University-managed space, equipment, and services. Services include but are not limited to laboratories, consulting, libraries, Center for Lab Animal Care, Technology Support Services, Regulatory Compliance, Information Technology, Police, Parking, Health and Safety, Facilities Operations, and administrative services. Clinical services are not included in the scope of this policy. Use of space on and services provided by the Auraria Campus is not governed by this policy.

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B. Table of Contents

A. Introduction
B. Table of Contents
C. Definitions
D. Guiding Policy Principles
   1. Mission
   2. Fee for Service
   3. Priority
   4. Conformance with Statutes and Policies Governing Unfair Competition
   5. Rental Agreement
   6. Alcoholic Beverages
   7. Political Activities
   8. Animals
E. Use of Facilities by an External Entity
   1. One-time Use
   2. Continuous or Ongoing Use
   3. Vendor Use of Facilities for the Purpose of Providing Benefits to the University
   4. Criteria
F. Use of University Services by an External Entity
G. Procedures

C. Definitions

1. Affiliated indicates that an External Entity has a formal relationship with the University documented with an affiliation agreement.
2. Affiliation Agreement is a written agreement between the University and an External Entity that formalizes a programmatic relationship of mutual benefit related to the mission of education, research, public service, and patient care. The agreement must be approved and signed by the University Chancellor.
3. Co-sponsoring Department – Is a University school, college or unit that certifies the usage of space by an external entity relates to the mission of the University. Co-sponsoring department is required to attend and manage the event and act as the official representative of Co-sponsoring Department. Affiliated organizations may not be a Co-sponsoring Department. Co-sponsoring implies a relationship with the external entity. This could include equal or prominent recognition on promotional materials and announcements, shared financial support of a program, audience participation which is predominately comprise of non-university employees, fees charged for participation and initiation of the program by the external entity.
4. External Entities are organizations, individuals, or groups of people that are not part of the University of Colorado. Examples include but are not limited to private citizens, private or public companies, nonprofit organizations, governmental entities, and independent student organizations.
5. Facilities mean any property, including buildings, grounds, and equipment controlled by the University (e.g. auditoriums, lecture halls, classrooms, conference rooms, meeting rooms, offices, technology-enabled rooms, common areas, grounds, storage space, roadways, parking facilities, and related services).
6. Facilities Scheduler - The department that schedules and maintains a room or space for use.
7. Fee-For-Service is the charge to the External Entity for utilization of the University’s facilities, space, and or services. Fee for service may include sales taxes when applicable.
8. Full Service means that all of the goods, services and space offered by a campus operation are available to an External Entity.
9. Limited Service means that there are restrictions on the goods, services and space offered by a campus operation to an External Entity.
10. **Political Activity** is any activity related to campaigns involving the nomination, retention or election of any person to any public office or involving an initiative or referred measure.

11. **Private Gain** is monetary or nonmonetary remuneration that is a benefit to an individual or outside entity rather than to the University.

12. **Space** means any area within any building or grounds controlled by the University.

### D. Guiding Policy Principles

1. **Mission**
   Facilities and services available at the University exist for the purpose of supporting the campus mission of education, research, public service, and patient care. The use of University facilities or services for personal or private gain is not consistent with the University mission or priorities and will not be allowed. The use of University facilities or services by External Entities may be provided on a limited basis subject to the criteria specified in this policy. External use will always be secondary to the primary campus mission and in conformance with Federal, State and University statutes, rules and regulations. Use of facilities or services may be denied if the contemplated use is in conflict with the campus mission.

2. **Fee for Service**
   A rental fee for use of University facilities shall be charged to all External Entities (see Exhibit B). Co-sponsorship of an activity by a University department does not change the obligation of an External Entity to pay a rental fee for use of University facilities except as specifically provided for by written contract. The Finance Office will set rates for the reimbursement for the use of facilities that includes a mandatory cleaning fee and applicable sales taxes. Revenues derived as a result of a contract (rental agreement) will defray the University’s facilities costs. The Finance Office will determine the appropriate cost center to be reimbursed. The rental fee does not include setup, parking, catering, and such; these costs remain the responsibility of the co-sponsoring department.

3. **Priority**
   External entities use of facilities or services will not be given priority over real or potential University needs, or be allowed to interfere with University functions or activities.

4. **Conformance with Statutes and Policies Governing Unfair Competition**
   External entities use of facilities or services must conform to statutes concerning State government competition with private enterprise. The University shall not, unless specifically authorized by statute, provide to External Entities other than students, faculty, staff, and invited guests, access to University facilities that are available from private enterprise, unless the provision of the goods, service, or facility offers a valuable educational or research experience for students, faculty or staff and fulfills the mission of the University.

5. **Rental Agreement**
   Any External entity wishing to use facilities governed by this policy shall enter into a contract (see Exhibit A).

6. **Alcoholic Beverages.** No alcoholic beverages may be served or consumed on University premises except at an approved event. Alcohol use is governed by the campus Administrative Policy Alcohol and the CU Administrative Policy Statement Alcoholic Beverages Purchased for University Events and related procedural statements.

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7. Political Activities
Certain areas of the University’s campus may be considered a “public forum” for purposes of political speech. Accordingly, the University may allow Political Activity subject to time, place, administrative, and facility limitations. In all instances, the mission of the University must receive priority over use for Political Activity. Those areas considered a “public forum” shall be designated by the Chancellor and may be changed from time to time.

Colorado state law precludes the expenditure of University resources for the purpose of endorsing a particular candidate, referred measure, or ballot initiative. Therefore, if University facilities are used for Political Activity, the political group or candidate must reimburse the University for all expenses associated with the use of the University’s facilities, including indirect overhead expense. A contract specifically written for this purpose is required and shall be reviewed and approved in advance of the political event by the Office of University Counsel.

8. Animals. Animals are not permitted on University property or in University buildings with the exception of service dogs for the disabled or animals associated with official university business. For purposes of this policy, the term “animal” includes any wild or domesticated, warm-blooded or cold-blooded animal.

E. Use of Facilities by an External Entity

1. One Time Use of Facilities
Subject to the principles set forth in D above, External Entities may schedule rooms at the University provided that all campus commitments for space have been met and that a University department is a co-sponsor for the event, as defined above. University property may not be used for commercial, personal or private financial gain or for commercial advertising, nor may University property be used for fundraising that is unrelated to the University. Normally space may not be reserved by an External Entity for an event to which admission will be charged unless it can be shown that the activity supports the mission of the University (e.g. educational or research enhancement with the involvement of faculty and or students). If the external individual or entity fails to pay for any charges associated with this event (e.g. room rental, environmental services, maintenance, audio-visual, security, parking costs or the cost of repairing any damages that occur during the event) the Co-sponsoring Department will be responsible for the charges.

2. Continuous or Ongoing Use of Facilities
The use of University facilities by an External Entity for a continuous or extended period requires that the entity maintain a formalized relationship with the the University. The provisions for the continuous or extended use of University facilities should be specified in the written affiliation agreement with the University (see campus policy “Signature Authority” that specifies who may execute contracts on behalf of the University). Continuous, ongoing or extended is any request beyond three consecutive events.

3. Vendor Use of Facilities for the Purpose of Providing Benefits to the University
It is recognized that vendors may provide information and services that are a direct benefit to the employees and students of the University. Subject to the principles set forth in D above, vendors may use University facilities for the purpose of providing benefits to University employees or students provided that such use of facilities is sporadic and not ongoing. Procurement vendors also require approval by the Chief Procurement Officer.
4. Criteria for Use of Facilities
   The criteria for determining whether the use of facilities or services by an External Entity is appropriate include but are not limited to the following:

   a. Type of the entity – for profit and not-for-profit (public vs. private).
   b. Federal, State statutes, rules and regulations and University policies will govern the use of all University facilities by all entities.
   c. Use of facilities for the campus mission by campus personnel will be given first priority.
   d. Use of University facilities by an External Entity will not be allowed if such use compromises the public role and mission of the University.
   e. University facilities generally cannot be used by External Entities when such facilities are available from private enterprises in the community.
   f. Use of facilities will not be allowed if such use creates an unmanageable conflict of interest for the University or its personnel.
   g. Conformance with the donor’s intent will be required for the use of any facilities acquired as a result of a gift.
   h. An External Entity will be required to assume total responsibility for any potential risks and liability associated with their use of University facilities.

F. Use of University Services by External Entities

1. Provisions for Use of the Center for Laboratory Animal Care by External Entities
   a. General Requirements – The use of animal care facilities by External Entities must be consistent with one or more of the University’s missions of teaching, research, public service or healthcare. External entities requesting use of the University’s animal care facilities must be able to establish that the use of the facility is consistent with the University’s missions. Furthermore, an External Entity wishing to use the University animal care facilities must have an association with the University. All use of animals for research purposes is subject to final review and approval by the University’s Institutional Care and Use Committee (“IACUC”).

   b. Requests – All requests for use of University animal care facilities by an External Entity must be initiated through the University Office of Grants and Contracts. Sponsored research, in which an External Entity awards a faculty member a contract to carry out research, is first reviewed by the Office of Grants and will then be forwarded by the Office of Grants and Contracts to the IACUC for final review and approval. Fee-for-service requests for use of animal care facilities will first be presented to the Office of Grants and Contracts who will then forward it to the Review Committee to determine if the use is consistent with the University’s missions of teaching, research, service or healthcare.

   c. Review Committee – Requests by External Entities for use of animal care facilities will be forwarded by the Office of Grants and Contracts to the Review Committee whose members will be appointed by the Vice Chancellor for Research. The Review Committee will meet on an as needed basis, but will meet prior to the monthly IACUC meeting in order that requests by external users are not delayed. The Review Committee need not review the entire IACUC protocol, but only a summary submitted by the requestor that states, (1) the nature of the research to be performed, (2) the importance of the research, (3) why it is necessary that the research be performed at the University, and (4) how the mission of the External Entity aligns with the mission of the University.

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The Review Committee will forward its recommendation to the Vice Chancellor for Research for final decision. If the external user’s request is approved, the requestor will be notified in order that a full proposal may be submitted to the IACUC for final review and approval.

2. **Other Services**
   Contact the department providing the service for allowability, procedure and prices. Also see [Matrices for Availability of Services to External Entities](#).

G. **Procedures For Use of University Facilities By External Entities**

<table>
<thead>
<tr>
<th>Performed By:</th>
<th>Action:</th>
</tr>
</thead>
</table>
| External Entity / Co-Sponsoring Department | 1. Contact the scheduler of the facility for availability. Technology Support Services will maintain a list of facility schedulers.  
2. If facilities are available and the External Entity is eligible to use facilities, fill out the appropriate forms (Exhibit A).  
3. Route the completed forms to the Controller’s Office or Technology Support Services (for rooms they schedule). |
| Controller’s Office or Technology Support Services | 4. Review contract for completeness.  
5. Route Insurance certificate to Risk management for approval or waiver of insurance requirement.  
6. Request Co-sponsoring Department to rectify any deficiencies.  
7. Sign agreement and return copy to Co-sponsoring Department and External Entity.  
8. Inform Facilities Operations of all scheduled events on a weekly basis for the preceding week. |
| Facilities Scheduler                  | 9. Inform Co-sponsoring Department to contact the appropriate service department for any required ancillary services; (i.e., facilities setup, and cleanup, parking, building access, AV technology, catering, Health and Safety). |
| Co-sponsoring Department              | 10. Contact all appropriate service departments for any required ancillary services. |
| Technology Support Services or Controller’s Office | 11. Bill External Entity for facility usage. If not paid within 30 days, charge Co-sponsoring Department. |
Exhibit A

CONTRACT
FOR USE OF UNIVERSITY OF COLORADO DENVER
FACILITIES BY EXTERNAL ENTITIES

External Entities may schedule rooms at the University of Colorado Denver provided that all campus commitments for space have been met and that a UC Denver representative is cosponsor for the event. University property may not be used for commercial, personal, or private financial gain or for commercial advertising, nor may University property be used for fund raising that is unrelated to the University. Space may not be reserved by a non-University organization for an event to which admission will be charged. (See terms of rental agreement below)

Requesting Organization:

Name: __________________________________________

Room(s) Requested: _______________ Date of Event: _______________

Time of Event: _______________ to _______________ (start time) (end time)

Purpose of Event: __________________________________________

Do you intend to invite the public to this event? Yes/No (circle one)

Email Address: ___________________________ Phone Number: ___________________________

Contact Person Name (print): __________________________________________

Billing Address: __________________________________________

Does the University or any of its employees have any financial interest in the company or organization for which use of UC Denver space, equipment, or human resources is requested? Yes/No (circle one)

If yes, please describe the nature of the financial interest. ___________________________

____________________________________________________________

Does the organization or individual provide any tangible or intangible benefit to the UC Denver? Yes/No (circle one)

If yes, please describe the nature of the benefit. ___________________________

____________________________________________________________
Special considerations associated with this request. 

Will Admission be charged for the event? Yes/No (circle one)

If yes, please describe how this activity benefits UC Denver students and or faculty.

The Requesting Organization agrees to be bound by the terms and conditions of this Agreement as set forth below as the user of the UC Denver space:

Signature: ___________________________ Date ___________________________
Name (print): ___________________________
Title (print): ___________________________

UC Denver Sponsoring Department

Department Name: ___________________________

Contact Person Name (print): ___________________________

Speed Type Number: ___________________________

Email Address: ___________________________ Phone Number: ___________________________

Person Attending Event (print): ___________________________

(Acting as Official Representative of Sponsoring Department)

Email Address: ___________________________ Phone Number: ___________________________

Approval Signature: ___________________________
Name (print): ___________________________ Date ___________________________
Title (print): ___________________________

(Sponsoring Departmental Approval - Chair / Director / or Departmental Administrator)
Terms of this Agreement:

1. The user agrees to abide by and follow any and all applicable University and campus rules and policies including but not limited to the requirements and restrictions set forth in UC Denver administrative policy “Use of UC Denver Facilities by External Entities”, a copy of which is attached.

2. The user 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, or damages in any way arising from the use of UC Denver space, including but not limited to the existence of event attendees on the UC Denver campus. 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 of the use thereof arising out of or in connection with this agreement. Further, as part of this indemnification, user agrees to follow the existing University of Colorado Denver alcohol policy—see #8.

3. The user shall attach a “Certificate of Insurance” evidencing all required coverage prior to entering University premises. The Certificate of Insurance shall reflect “The Regents of the University of Colorado, a body corporate” as an Additional Insured. In the case of a private citizen or unorganized entity, where commercial general liability insurance does not, and could not exist, the insurance certificate may be waived at the discretion of the UC Denver Risk Manager.

The user shall obtain and maintain, at its own expense and for the duration of the contract, the minimum insurance coverage set forth below:

**Commercial General Liability**

<table>
<thead>
<tr>
<th>Coverage</th>
<th>Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Aggregate</td>
<td>$2,000,000</td>
</tr>
<tr>
<td>Products/Completed Operations Aggregate</td>
<td>$2,000,000</td>
</tr>
<tr>
<td>Each Occurrence Limit</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>Personal/Advertising Injury</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>Fire Damage (Any One Fire)</td>
<td>$50,000</td>
</tr>
<tr>
<td>Medical Payments (Any One Person)</td>
<td>$5,000</td>
</tr>
</tbody>
</table>

User agrees to be responsible for all costs associated with the use of the facility, including but not limited to costs to clean the facility and/or any damage arising from the use of the facility or existence of event attendees on the UC Denver campus. If the external organization named above fails to pay for any charges associated with this event (e.g. room rental, environmental services, maintenance, audio-visual, security, parking costs of the cost of repairing any damages that occur during the event) the Sponsoring Department will be responsible for the charges.

4. The user shall advise all participants and attendees, especially in any written materials, that they do not represent the University and are not acting on behalf of the University.

5. No external publicity, news release or advertising (via newspapers, television ads or radio announcements) will be released by the external organization to secure the public audience without approval from UC Denver Office of Public Relations. This does not include website information, brochures developed to send to registrations or website information used for registration or dissemination of specific conference information to registrants.

Exhibit A

3.2016
6. The Sponsoring Department named above will ensure that all internal arrangements are appropriately handled. If the room(s) is (are) obtained through Technology1 Support Services, a checklist will be provided.

7. The UC Denver reserves the right to preempt individuals or groups for UC Denver events. Once a confirmation for a room reservation is sent to the sponsoring department, there is a strict no-bumping policy for the reservation except in the event of an absolute emergency. A pre-emption can be determined only by the Chancellor of the University.

8. Alcoholic beverages may be served only as provided by the UC Denver Alcohol Administrative Policy

Certificate of Insurance:

Insurance Certification provided? Yes/No (circle one)

Request Risk Management waiver of insurance? Yes/No (circle one)

(Technology Support Services – Attach Risk Management Email Confirmation)

Approval:

Finance Office / OIT-Technology Support Services (TSS):

Approved / Denied (circle one)

Approval
Signature: ________________________________ Date

Name
(print): ________________________________

Title
(print): ________________________________
(group) 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, or damages in any way arising from the use of UCD space, including but not limited to the existence of event attendees on the UCD campus. Indemnification is not limited, and includes any liability or payment (including costs and reasonable 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 of the use thereof arising out of or in connection with this agreement.

Location(s) of Event

Date(s) of Event

Period Covered by this Indemnification

Signature

Organization

Title

Date of Signing
### SCHEDULE OF RENTAL RATES

#### ANSCHUTZ MEDICAL CAMPUS

<table>
<thead>
<tr>
<th>Room Type</th>
<th>Capacity</th>
<th>Full Day</th>
<th>Half Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>Large Auditorium * L28-1102</td>
<td>600</td>
<td>$450</td>
<td>$230</td>
</tr>
<tr>
<td>Medium Auditorium</td>
<td>100-225</td>
<td>$375</td>
<td>$200</td>
</tr>
<tr>
<td>Lecture Hall</td>
<td>200</td>
<td>$300</td>
<td>$175</td>
</tr>
<tr>
<td>Large Classroom</td>
<td>50-80</td>
<td>$225</td>
<td>$125</td>
</tr>
<tr>
<td>Small Classroom</td>
<td>30</td>
<td>$100</td>
<td>$50</td>
</tr>
<tr>
<td>Multi-Purpose Classroom (MPC)</td>
<td>16</td>
<td>$100</td>
<td>$50</td>
</tr>
<tr>
<td>Computer Training Lab (CTL)</td>
<td>12-32</td>
<td>$100</td>
<td>$50</td>
</tr>
<tr>
<td>Multi-Purpose Lab (MPL)</td>
<td>16</td>
<td>$100</td>
<td>$50</td>
</tr>
<tr>
<td>Small Group Learning (SGL)</td>
<td>5-10</td>
<td>$100</td>
<td>$50</td>
</tr>
<tr>
<td>Large Conference Room *P15-2100</td>
<td>300-160</td>
<td>$375</td>
<td>$200</td>
</tr>
<tr>
<td>Large Conference Room *L15-7000</td>
<td>80</td>
<td>$300</td>
<td>$175</td>
</tr>
<tr>
<td>Conference Room</td>
<td>40-70</td>
<td>$225</td>
<td>$125</td>
</tr>
<tr>
<td>Small Conference Room</td>
<td>8-30</td>
<td>$100</td>
<td>$50</td>
</tr>
<tr>
<td>Atrium/Bridge</td>
<td>100-214</td>
<td>$250</td>
<td>$135</td>
</tr>
</tbody>
</table>

#### ANSCHUTZ HEALTH & WELLNESS CENTER

Anschutz Health & Wellness Center Administrative Fees – Contact Judy Sherman 303-724-9127

For all external agency events, there is a $50 per hour administrative fee in addition to the base rate. For example, if your event (including setup and breakdown) is from 3-8pm in classroom 4008, the administrative fee will be $250 and total fees will be $350 (administrative fee plus rental fee).

<table>
<thead>
<tr>
<th>Room Type</th>
<th>Full Day</th>
<th>Half Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nu Sigma Nu Green Roof</td>
<td>$500</td>
<td>$400</td>
</tr>
<tr>
<td>Wellness Lounge</td>
<td>$200</td>
<td>$100</td>
</tr>
<tr>
<td>Board Room</td>
<td>$300</td>
<td>$200</td>
</tr>
<tr>
<td>Multi-Use room</td>
<td>$100</td>
<td>$50</td>
</tr>
</tbody>
</table>

#### ANSCHUTZ MEDICAL CAMPUS OUTDOOR SPACE

<table>
<thead>
<tr>
<th>Room Type</th>
<th>Capacity</th>
<th>Full Day</th>
<th>Half Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bldg 500-West Lawn</td>
<td>300</td>
<td>$450</td>
<td>$230</td>
</tr>
<tr>
<td>Bldg 500-Southeast Lawn</td>
<td>300</td>
<td>$300</td>
<td>$175</td>
</tr>
<tr>
<td>Bonfils Court – 500 Island</td>
<td>350</td>
<td>$450</td>
<td>$230</td>
</tr>
<tr>
<td>Library Commons</td>
<td>1500</td>
<td>$450</td>
<td>$230</td>
</tr>
<tr>
<td>P28-3300 South Deck</td>
<td>185</td>
<td>$300</td>
<td>$175</td>
</tr>
<tr>
<td>P28-3100 North Deck</td>
<td>185</td>
<td>$300</td>
<td>$175</td>
</tr>
<tr>
<td>Parade Grounds</td>
<td>3000</td>
<td>$450</td>
<td>$230</td>
</tr>
<tr>
<td>Research Quad</td>
<td>250</td>
<td>$450</td>
<td>$230</td>
</tr>
<tr>
<td>Boettcher Common-ED Quad</td>
<td>2000</td>
<td>$450</td>
<td>$230</td>
</tr>
</tbody>
</table>
# SCHEDULE OF RENTAL RATES

## DENVER CAMPUS

<table>
<thead>
<tr>
<th>Room Type</th>
<th>Capacity</th>
<th>Full Day</th>
<th>Half Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medium Auditorium</td>
<td>200-300</td>
<td>$375</td>
<td>$200</td>
</tr>
<tr>
<td>Lecture Hall</td>
<td>100-200</td>
<td>$300</td>
<td>$175</td>
</tr>
<tr>
<td>Large Classroom</td>
<td>60-80</td>
<td>$225</td>
<td>$125</td>
</tr>
<tr>
<td>Medium Classroom</td>
<td>40-50</td>
<td>$200</td>
<td>$125</td>
</tr>
<tr>
<td>Small Classroom</td>
<td>30</td>
<td>$100</td>
<td>$50</td>
</tr>
<tr>
<td>Large Conference Room</td>
<td>40</td>
<td>$225</td>
<td>$125</td>
</tr>
<tr>
<td>Small Conference Room</td>
<td>8-30</td>
<td>$100</td>
<td>$50</td>
</tr>
<tr>
<td>Speer Gallery</td>
<td>40</td>
<td>$225</td>
<td>$125</td>
</tr>
</tbody>
</table>

**BUSINESS SCHOOL**

1475 Lawrence Street

Room Rental Fees – Contact Linda Theus-Lee 303-315-8011

Full day rentals only, half day rentals unavailable

Additional fees may apply for A/V, furniture relocation, after-hours, security, housekeeping/cleaning, serving alcohol

## Room Rental Fees

<table>
<thead>
<tr>
<th>Room Type</th>
<th>Full Day</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>CoBank Lecture Hall</td>
<td>$350</td>
<td>Seats 30 - 70</td>
</tr>
<tr>
<td>Laube Collaborations Commons</td>
<td>$600</td>
<td>Includes furniture relocation fee</td>
</tr>
<tr>
<td>Large Classroom</td>
<td>$300</td>
<td>Seats 30 - 60</td>
</tr>
<tr>
<td>Small Classroom/Seminar Room</td>
<td>$250</td>
<td>Seats 10 - 30</td>
</tr>
<tr>
<td>Conference Room</td>
<td>$200</td>
<td>Capacity varies</td>
</tr>
<tr>
<td>Dean’s Suite</td>
<td>$400</td>
<td>Includes use of deck</td>
</tr>
<tr>
<td>Patio (Main Floor)</td>
<td>$400</td>
<td>Does not include furniture relocation fee</td>
</tr>
<tr>
<td>Commodities Center Lab BUS 1200</td>
<td>$425*</td>
<td>Seats 33</td>
</tr>
<tr>
<td></td>
<td></td>
<td>For equipment, software and tech</td>
</tr>
<tr>
<td>Student Lab</td>
<td>$425*</td>
<td>Coordinated/approved through Cliff Young</td>
</tr>
<tr>
<td>BUSB 2501 – seats 39</td>
<td></td>
<td>For equipment, software and tech</td>
</tr>
<tr>
<td>BUSB 2001 – seats 12</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUSB 2403 – seats 30</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUSB 3403 – seats 30</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Includes lab tech support

## DENVER CAMPUS OUTDOOR SPACE

<table>
<thead>
<tr>
<th>Room Type</th>
<th>Capacity</th>
<th>Full Day</th>
<th>Half Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Commons – Patio Larimer</td>
<td>50</td>
<td>$200</td>
<td>$125</td>
</tr>
<tr>
<td>Student Commons – Patio West</td>
<td>75 - 100</td>
<td>$250</td>
<td>$150</td>
</tr>
</tbody>
</table>
CONTACT LIST

ROOM SCHEDULING:
To view room availability, campus facilities and features use the link to view online scheduler
http://schedule.ucdenver.edu
CU Anschutz: OIT/Technology Support Services (TSS) – 303-724-8114
CU Denver: Office of the Registrar – 303-315-2600 or email downtown.scheduling@ucdenver.edu

AUDIO/VISUAL TECH SUPPORT:
TSS CLASSROOM SUPPORT
CU Anschutz: 303-724-8129
CU Denver (for CU Denver owned buildings): 303-315-2055

EVENT SET-UP/FACILITIES RESOURCES:
CU Anschutz Facilities Management Dispatch – 303-724-1777
CU Denver Facilities Management Dispatch – 303-315-7777

CAMPUS MAPS
http://www.ucdenver.edu/about/departments/FacilitiesManagement/ParkingMaps/Pages/MapsInformation.aspx

RISK MANAGEMENT: 303-724-1127
MARY BEACOM, mary.beacom@cu.edu
Please contact Risk Management if you need insurance indemnification waiver/s
Alcohol policy - UC Denver Alcohol Administrative Policy

FIRE & LIFE SAFETY – 303-724-0293
WAYNE BLUBAUGH, wayne.blubaugh@ucdenver.edu
If your event is catered with hot food, please review the Fire and Safety policy or contact Wayne Blubaugh.

TRAFFIC CONTROL – PROJECT PLANNING, 303-724-1141
MICHAEL VIGIL, michael.vigil@ucdenver.edu

PR/MEDIA RELATIONS – PR & MEDIA RELATIONS – 303-724-1528