

## Terrace Room Policies and Procedures

The Lawrence Street Center at 1380 Lawrence St. is an educational facility owned and managed by the University of Colorado Denver. The building is not open to use by the public, except as expressly provided in the policies of the University of Colorado Denver. All events in the building shall be conducted in a manner that is consistent with the educational missions and programs of University of Colorado Denver and local, state and federal law.

All events in the Lawrence Street Center are governed by policies which restrict their time, manner and place. External organizations and persons may not use university facilities for any events or activities, unless affiliated or sponsored by an internal school, college, department, or as expressly permitted by these policies.

### Terrace Room Description and Inclusions:

- 2,260 sq ft. net conference room
- Prep kitchen equipped with sink, dishwasher and refrigerator
- Men's and Women's restrooms located within venue
- 220 chairs
- (45) 6' x 18" Classroom tables
- (19) 5' round tables
- Retractable screen
- Ceiling-mounted LCD projector
- In-house audio system
- Podium with microphone
- Wireless hand-held microphone
- Wireless lapel microphone
- Video conferencing capability
- Set-Up and Strike of Tables and Chairs
- Black table linens and skirting for (1) standard buffet table and (1) registration table
  - *Additional black linen requests will be accommodated if available.*
  - Additional fees will apply.*

Multiple furniture setups are available for the Terrace Room.

Contact [TerraceRoom@ucdenver.edu](mailto:TerraceRoom@ucdenver.edu) to submit setup requests. **Room layout and additional charges must be submitted and approved no later than two weeks prior to the date of your event. Late requests may not be accommodated.**

In-house audio-visual equipment does not include technical support. It is the user's responsibility to arrange technical support if required. Requests for audio-visual services or equipment for an additional fee must be completed online under "Create a Reservation" and "CU Denver – Audio Visual Equipment and Support" on the EMS Web App. For detailed inquiries, please call **303-315-2055**.

#### Availability:

The Lawrence Street Center building is open during the following hours:

Monday – Friday - 6:00am - 8:00pm

Saturday – 7:30am – 5:00pm

Sunday – Closed

The Terrace Room is available to rent during these hours. “After Hours” rentals may be permitted on a case-by-case basis. Additional fees will apply. Requests must be made at least two weeks in advance.

The Terrace Room is not available on the following holidays: Christmas Day, Day after Christmas, New Year’s Day and Thanksgiving.

CU Denver reserves the right to cancel and/or postpone an event due to inclement weather. This includes, but is not limited to, canceling an event when weather conditions do not allow the building to be open and/or prohibits the ability to effectively clear snow for a safe environment.

#### Reservation Process:

- All reservation requests must be submitted online at <https://schedule.ucdenver.edu/emswwebapp>
  - All CU Denver | Anschutz employees can request an account
  - The Terrace Room can be found under Create a Reservation →CU Denver, Terrace Room LSC
  - A University of Colorado employee must be on-site during the event as the event sponsor
- Reservations are confirmed once a speedtype has been received for payment. Payment details must be received two weeks prior to reservation date.
- Tentative holds will be given first right of refusal and will have 24 hours to provide a speedtype or release the hold if another party wishes to book the room.

#### Rental Fees:

- \$300 per day

Additional fees may apply for additional linen or equipment rental needs, “after hours” room rentals and an on-site event manager.

#### Cancellations:

- Cancellations made two weeks prior to reservation date will not be charged. Reservations cancelled less than two weeks in advance may be charged the full rental fee.

#### External Parties:

External organizations and persons may not use university facilities for any events or activities, unless affiliated or sponsored by an internal school, college, department, or as

expressly permitted by these policies. All use by external parties must receive prior approval and the internal sponsor **must be on site for the duration of 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 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). The user shall complete an “Indemnification and Hold Harmless Agreement” AND provide a “Certificate of Insurance” evidencing all required coverages, 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.

#### Trainings/Walkthroughs:

Meeting organizers may request a walkthrough prior to the event to review room set-up, audio visual, catering, space restrictions, etc. If you have questions about event details, additional needs, or any other logistic questions regarding an event, contact the Terrace Room Manager at [TerraceRoom@ucdenver.edu](mailto:TerraceRoom@ucdenver.edu) for guidance on university and building policies.

#### Food & Beverage:

- Lessees may hire the caterer of their choice.
- Full-service catering requiring on-site preparation of food will necessitate a walkthrough with the caterer in advance of the event date.
- Walkthroughs are not required if food is being delivered and not prepared on site.
- The Terrace Room kitchen, if used, must be left clean following the event.
- All leftover food and catering equipment must be removed promptly from the kitchen and food tables following the event.
- All waste should be placed in provided receptacles that will be emptied by the building’s cleaning crew each evening.
- The party reserving the space will be responsible for any cleaning fees assessed.
- **Lessee representative must be present at all times when a caterer is on site.**
- **Lit Sterno fuel cannot be left unattended at any time.**

#### Alcohol Consumption on Premises:

- Alcohol is permitted in the Terrace Room as long as university policies are followed.
- Alcoholic beverages may not be consumed outside of the Terrace Room, including the patio, at any time.

The complete CU Denver alcohol policy can be found at:

[http://www.ucdenver.edu/faculty\\_staff/employees/policies/Policies%20Library/Fiscal/Alcohol.pdf](http://www.ucdenver.edu/faculty_staff/employees/policies/Policies%20Library/Fiscal/Alcohol.pdf)

#### Deliveries/Loading Dock Use:

- All deliveries to the Terrace Room must be made to the loading dock located behind the building and brought through the loading dock doors to the lobby. Under no

circumstances should deliveries be brought through the glass doors on Lawrence Street.

- Parking in the loading dock is limited to 20 minutes unless prior permission has been granted.
- Any delivery to the Terrace Room must be met by a representative of the user and must occur during normal building hours.
- Lawrence Street Center does not take responsibility for deliveries or storage of materials and equipment.

#### Patio:

- The Terrace Room patio is property of the Lawrence Street Residences and users of the patio are asked to be respectful of noise levels.
- Use of the patio is permitted between the hours of 8:00am and 9:00pm.
- Alcohol is not permitted on the patio.
- Smoking is not permitted on the patio. A designated smoking area is located in front of the Lawrence Street Center.
- Lessee is responsible for ensuring that the patio is clean of any trash following the function.

#### Audio-Visual Equipment:

- The Terrace Room is equipped with audio-visual equipment. In the event that equipment is lost, stolen or damaged, lessees will be held liable for replacement and repair costs.
- The wireless handheld and lapel microphones are stored in a locked safe inside the podium. If use of either microphone is requested, a 4-digit access code will be provided prior to the event. It is the lessee's responsibility to return the microphones to the safe and lock it after use. If either microphone is missing after the event, a charge of \$300 per microphone will be charged to the speedtype on file.
- It is the responsibility of the lessee to turn off the LCD projector when not in use and at the end of the event.
- Lessees are asked to limit volume levels in the Terrace Room during business hours.
- Audio-visual support can be arranged at **303-315-2055**.

#### Open Flame:

- It is the policy of the University of Colorado Denver that the use of lit candles will not be allowed within any building. Sternos may not be left unattended.

#### Decorations:

- Lessee will not permit anyone to drive any nails, hooks, tacks or screws in any part of the Terrace Room or to alter the Terrace Room in any respect. Lessee will not permit anyone to affix any material to the walls, floors, doors or ceilings or to alter the Terrace Room in any respect without prior written approval by the Events & Partnerships Team. If, with or without Events & Partnerships Team approval, lessee damages the Terrace Room, it will pay the cost of repair or replacement.
- Helium balloons are not permitted in the Terrace Room.

- No natural trees, wreaths, boughs or other decorations constructed from the branches of natural trees may be used.

Photo/Film/Video Request/Approval Process:

- CU Denver requires advance approval for students, faculty, staff and outside entities to shoot photos, video or obtain other recordings on university property. A formal request is required and should be submitted as far in advance as possible (not less than two weeks). This process is designed to identify and address any risk and safety concerns along with determining the activity approval. Depending on the complexity, and/or if the request is from an outside entity, additional forms may be required. Please note, if certain services are required the requestor may be charged fees.
- It is the lessee's responsibility to obtain a permit prior to any cameras being brought into Lawrence Street Center.

Detailed information about the approval process can be found at:

<http://www.ucdenver.edu/about/departments/FacilitiesManagement/Services/Pages/PhotoFilmVideo.aspx>