

**Business School Administrative Policy**  
**Scheduling and Utilization of Space for Meetings & Events**

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## Overview

The purpose of this document is to set forth the policies and procedures regarding scheduling and utilizing space at the CU Denver Business School for the purposes of meetings and events. Furthermore, this document specifies the policies and procedures associated with hosting events in Business School space, including alcohol, catering, housekeeping and other support services.

## Usage Policies

This policy follows all guiding principles and general policies outlined in Campus Administrative Policies

#5002 Scheduling Classrooms and Other Spaces

#3035 Facilities Use by Employees and Students

#3036 Facilities Use by External Entities

[http://www.ucdenver.edu/faculty\\_staff/employees/policies/Pages/default.aspx](http://www.ucdenver.edu/faculty_staff/employees/policies/Pages/default.aspx)

***All facilities and space shall be reserved for purposes that support the mission of the Business School and/or the academic mission of the University of Colorado.***

## Types of Entities

### Internal Departments and Groups

The following entities will be grouped as follows:

**I. Internal – CU Denver Business School**

- a. Business School Departments & Programs, including D2 programs (e.g. RMI, GEM, OYMBBA)
- b. Business School Student Organizations/Clubs who are registered with the Office of Student Life
- c. The Business School Alumni Network (BSAN)

**II. Internal - CU Denver | Anschutz Departments & Programs**

- a. All other University Schools, Departments, Programs and Units with the University of Colorado Denver | Anschutz campus, including the Office of the Provost and Chancellor
- b. University Student Organizations/Clubs who are registered with the Office of Student Life
- c. University Alumni Association
- d. University Office of Advancement

**III. Internal – University of Colorado**

- a. CU System Office Departments and Units, including the Office of the President
- b. All other schools, departments, programs and units of the University of Colorado Campus's –
  - i. CU Boulder, UCCS, CU South Denver
- c. Board of Regents

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### External Entities

External entities are public or private organizations, individuals, or groups that are not part of the University of Colorado, including, but not limited to;

- i. Board of Advisors Members
- ii. Advisory Council Members
- iii. Professional Organizations
- iv. Academic Societies
- v. Non-profit and for-profit organizations
- vi. Chambers & City Partnerships
- vii. Elected officials

External entities wanting to use CU Denver Business School space **must be co-sponsored by an Internal CU Denver | Anschutz department** and must follow all rules outlined in the “Facilities Use by External Entities” policy #3036. This policy recognizes that units on the University of Colorado Denver | Anschutz Medical Campuses fulfill their missions by engaging with the outside community in specialized ways.

Co-sponsoring department means a University school, college or unit that certifies the usage of space by an external entity relates to the mission of the University. **The Co-sponsoring department is required to schedule the space, 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 comprised of non-university employees, fees charged for participation and initiation of the program by the external entity.

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 external entity 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.

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## Scheduling Prioritization

As a general guideline, intended use of space will be the first consideration in determining scheduling priority and what space gets assigned. All reservation requests within these priority periods are made on a first come-first-served basis. The “No Bumping Policy” applies in all cases. If there are conflicting requests from departments the Dean’s Office will be consulted to determine which request receives priority.

### Jake Jabs Event Center

Priority reservation periods have been established to allow certain groups and events to reserve the **Jake Jabs Event Center\*** in advance of others.

The following requests can be scheduled\*\* in the event center **18 months** in advance of the event date.

- I. All Internal Business School Departments & Groups, including D2 & D3 programs, for signature events such as orientations, graduations, speaker series etc.
- II. The Jake Jabs Center for Entrepreneurship program signature events, including co-sponsored external entity events, such as Denver Start-Up Week

The following requests can be scheduled\*\* in the event center **12 months** in advance of the event date.

- I. All Internal Business School Departments & Groups for co-sponsored external entity events, provided they meet the required criteria for external use. E.g. conferences, association meetings, partnerships
- II. CU Denver Business School Board of Advisors and Advisory Councils for recurring meetings

The following requests can be scheduled\*\* in the event center **8 months** in advance of the event date

- I. All other CU Denver | Anschutz Schools and College departments & programs e.g. CLAS, CAM, CEDC etc
- II. Chancellor, Provost and Board of Regents events

All other entity requests to reserve the event center will be considered **6 months** in advance of the event date, including all other University of Colorado schools, colleges, departments & units.

Following the conclusion of the priority reservation periods, reservations from all groups will be made on a first come, first served basis.

\*If the request includes additional space such as conference rooms or classrooms, the additional space request will be considered based on the scheduling process listed below.

\*\*All requests are subject to review/approval and conflicting date requests will be reviewed by the Deans Office

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#### Business School Conference and Seminar Rooms

Conference and seminar rooms that are NOT scheduled for courses, will be available to all faculty, staff, and students in support of public education, administrative meetings, student functions, and other programs, on a first-come-first-serve basis.

These rooms can be scheduled for up to **12 months** in advance by University faculty and staff.

Students can request to reserve these rooms on a **semester basis** at the start of each semester for appropriate group or club use. Students may be directed to utilize student study space prior to reserving a conference or seminar room.

#### Business School Classrooms and Auditorium

All Business School classrooms and the auditorium will be scheduled in accordance with policy #5002 Scheduling Classrooms and Other Spaces.

Consideration of requests for classroom spaces for **non-course related meetings & events** will be addressed once all classrooms have been scheduled for the next semester's courses. Classroom scheduling optimization can take place as **late as the 2<sup>nd</sup> week into the semester**. It will be at the discretion of the Business School as to when non-course related requests will be confirmed.

#### Other Business School Spaces

Other common spaces, such as the 5<sup>th</sup> floor Laube Commons and Business School lobby requests will be reviewed on a first-come first-served basis and can be requested **12 months** in advance of the event date. Requests for these spaces will be reviewed based on need and use will be limited due to their primary purpose being student open study spaces.

#### No Bumping Policy

The University will adhere to a NO BUMPING policy once space is confirmed. Only the Chancellor's Office, Chancellor Designee or Provost has the right to initiate an actual bump. This would generally only be done in the event of an emergency or for safety reasons. If a space is booked by a party and some other department is wanting to use the space, the requesting party may contact the party already booked, to negotiate a change, but there is no requirement for the party holding the current reservation to change unless they are willing. Even the department who is responsible for scheduling spaces within their own department cannot bump a party from their space once the reservation has been confirmed.

#### Meeting or Event Sponsor

All meetings and events (including Student Club meetings) must have a faculty or staff sponsor when reserving space for an event. The sponsor must be present during the entire event, including while vendors/caterers are on site, and see that the space is left in its original state.

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## Reservation Request Process

All reservation requests for meetings & events must be submitted through our [Event Management System EMS](#). Email requests will be directed to submit via EMS. All CU Denver | Anschutz employees can request an account.

<https://schedule.ucdenver.edu/EmsWebApp>

**Business School Classrooms, Seminar Rooms and Conference Rooms** can be found using the template

- Create a Reservation → CU Denver – Business School Rooms
- Requests will be reviewed within 24 hours. Your room reservation is not confirmed until you receive the confirmation email.
- For requests within **48 hours** please submit via EMS and then contact [bus.events@ucdenver.edu](mailto:bus.events@ucdenver.edu) or call to confirm approval
  - Michaela Erickson 303 315 8460

**The Jake Jobs Event Center** can be found using the template

- Create a Reservation → CU Denver – Business School Jake Jobs Event Center
- Requests will be reviewed within 48 hours. Your room reservation is not confirmed until you receive the confirmation email.
- Reservation requests within **4 days** of the event date will not be allowed via EMS and must be coordinated with the Business School events team by emailing [bus.events@ucdenver.edu](mailto:bus.events@ucdenver.edu) or calling
  - Michaela Erickson 303 315 8460

## Cancellation Policy

Room cancellations can be made by logging into [EMS](#) → My Events and selecting the appropriate reservation. Reservation Tasks → Cancel Reservation. Associated services will also be canceled. You may also email [bus.events@ucdenver.edu](mailto:bus.events@ucdenver.edu) to cancel reservations. Failure to cancel your reservation if no longer needed may result in future reservations not being approved.

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.

## Jake Jobs Event Center

You will be contacted four (4) weeks prior to your reservation start date to confirm. Cancellations made within 2 weeks will incur a cancellation fee.

## Other spaces

You are requested to cancel your EMS booking one (1) week in advance if you no longer need the meeting or event space. You can cancel via EMS, under “My Events”.

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## Use Information

### Business School Hours

The Business School Building is open during the hours listed below.

Business School Building Hours	Business School Elevator Hours
<b>Mon - Thurs:</b> 7am – 9:30pm <b>Friday:</b> 7am - 7pm <b>Saturday:</b> 8am - 5pm <b>Sunday:</b> 9am - 5pm	<b>Mon - Fri</b> Floors 1-4: 7am - 9:30pm Floors 5-6: 7am - 6pm <b>Sat</b> Floors 1-3: 7:30am - 5pm <b>Sun</b> Floors 1-3: 9am - 5pm

### Reservation Hours

Room & event request outside of the above hours are subject to approval. If approved, you MUST request "Electronic Security" in your service selection in EMS, and list the times you need the building to open and close. Additionally, if your reservation space needs extended elevator access, you MUST request this also.

Room reservations outside of building hours require additional security to be present, you will be contacted with the necessary steps to request security guards. There is a fee for this service.

- i. <https://www.cuanschutz.edu/offices/facilities-management/facilities-management/services/campus-event-services/service-fees#ac-university-police-2>

### Room Access

The room you have booked will be unlocked by the security officer for your time requested. The front desk security number is 303 315 8006.

### Event Logistics

Once your room reservation has been confirmed, you will be contacted by the Business School with information pertaining to event logistics, including food & beverage, Audio Visual, set-up and housekeeping.

## Rental Rates & Usage Fees

The following rates and fees will be assessed

	<b>Jake Jabs Event Center (1600)</b>	<b>Jake Jabs Auditorium (3700)</b>	<b>Laube Collaboration Commons (5600)</b>	<b>Executive Classroom (2600)</b>	<b>Computer Labs incl. JPMCC lab (1200)</b>	<b>Large Classroom Incl. (40-60)</b>	<b>Small Classroom/Seminar Rooms (20-39)</b>	<b>Conference Rooms</b>
<p><b>Internal – CU Denver Business School</b>            Business School Departments &amp; Programs, including D2 programs (e.g. RMI, GEM, OYMBA)</p> <p>Business School Student Organizations/Clubs who are registered with the Office of Student Life</p> <p>The Business School Alumni Network (BSAN)</p>	<p><b>No fee assessed* (8hr rental)</b>            Includes use of entire event center** inclusive of AV available within the space, housekeeping, use of furniture and set-up/breakdown. Also includes a point of contact/AV tech for set-up assistance as needed.</p>	No fee assessed*	No fee assessed*	No fee assessed*	No fee assessed*	No fee assessed*	No fee assessed*	No fee assessed*
<p><b>Internal - CU Denver   Anschutz Departments &amp; Programs</b>            All other University Schools, Departments, Programs and Units with the University of Colorado Denver   Anschutz campus, including the Office of the Provost and Chancellor</p> <p>University Student Organizations/Clubs who are registered with the Office of Student Life</p> <p>University Alumni Association</p> <p>University Office of Advancement</p>	<p><b>\$500* Per Day (8hr rental)</b>            No half day rate available</p> <p>Includes use of entire event center** inclusive of AV available within the space, housekeeping, use of furniture and set-up/breakdown. Also includes a point of contact/AV tech for set-up assistance as needed.</p>	No fee assessed*	No fee assessed*	No fee assessed*	No fee assessed*	No fee assessed*	No fee assessed*	No fee assessed*



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### Rates as of 1.20.2020

	<b>Jake Jabs Event Center (1600)</b>	<b>Jake Jabs Auditorium (3700)</b>	<b>Laube Collaboration Commons (5600)</b>	<b>Executive Classroom (2600)</b>	<b>Computer Labs incl. JPMCC Lab (1200)</b>	<b>Large Classroom Incl. (40-60)</b>	<b>Small Classroom/ Seminar Rooms (20-39)</b>	<b>Conference Rooms</b>
<b>Internal – University of Colorado D3 Programs</b>  CU System Office Departments and Units, including the Office of the President  All other schools, departments, programs and units of the University of Colorado Campus’s – i.e. CU Boulder, UCCS, CU South Denver  Board of Regents	<b>\$500* Per Day (8hr rental)</b> No half day rate available  Includes use of entire event center** inclusive of AV available within the space, housekeeping, use of furniture and set-up/breakdown. Also includes a point of contact/AV tech for set-up assistance as needed.	<b>\$300 Per Use</b> Includes use of furniture and integrated AV (Screen, Projector & Microphone)	<b>\$300 Per Use</b> Includes use of furniture and integrated AV (Screen, Projector & Microphone)	<b>\$225 Per Use</b> Includes use of in-room AV (Projector & Screen)	<b>\$225 Per Use</b> Includes AV Tech Support	<b>\$175 Per Use</b> Includes use of in-room AV (Projector & Screen)	<b>\$125 Per Use</b> Includes use of in-room AV (Projector & Screen)	<b>\$100 Per Use</b> Includes use of in-room AV (Projector & Screen or TV Monitor)
<b>External Entities (Co-Sponsored by University Department)</b>	<b>\$1250* Per Day (8hr rental)</b> No half day rate available  Includes use of entire event center** inclusive of AV available within the space, housekeeping, use of furniture and set-up/breakdown. Also includes a point of contact/AV tech for set-up assistance as needed.	<b>\$600 Per Use</b> Includes use of furniture and integrated AV (Screen, Projector & Microphone)	<b>\$600 Per Use</b> Includes use of furniture and integrated AV (Screen, Projector & Microphone)	<b>\$450 Per Use</b> Includes use of in-room AV (Projector & Screen)	<b>\$450 Per Use</b> Includes AV Tech Support	<b>\$350 Per Use</b> Includes use of in-room AV (Projector & Screen)	<b>\$250 Per Use</b> Includes use of in-room AV (Projector & Screen)	<b>\$200 Per Use</b> Includes use of in-room AV (Projector & Screen or TV Monitor)

\* Additional services required such as full-time event AV support will be an additional cost.

\*\*The Business School reserves the right to utilize event space as efficiently as possible. If event layout and anticipated attendance is low, one half of the event center may be allocated.