

AURARIA CAMPUS EVENT SERVICES

Policies and Procedures

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AURARIA CAMPUS EVENTS SERVICES

Policies and Procedures

The Auraria Campus is an educational facility owned by the State of Colorado and managed by the Auraria Higher Education Center for the use and benefit of the Auraria Campus Community; that is the students, faculty and staff of Auraria's constituent institutions, the Community College of Denver (CCD), the Metropolitan State College of Denver (MSCD) and the University of Colorado at Denver and Health Sciences Center (UCDHSC). Events and extra-curricular activities held or sponsored by members of the Auraria Campus Community shall have priority over other extra-curricular uses of the Campus. The Campus is not open to use by the public, except as expressly provided in the policies of the Auraria Higher Education Center. All events and extra-curricular activities on the Campus shall be conducted in a manner that is consistent with the educational missions and programs of Auraria's constituent institutions and local, state and federal law.

All events and extra-curricular activities on Campus are governed by policies which restrict their time, manner and place. Off-campus organizations and persons may not use Campus facilities and grounds for any events or activities, unless affiliated or sponsored by one of Auraria's constituent institutions or as expressly permitted by these policies.

The Guidelines for Use of Facilities (GUF) Committee is representative of the Student Affairs/ Services Divisions, the Academic Affairs Divisions, and the students of CCD, MSCD, and UCDHSC. The members were appointed by the constituent institutions to develop these policies and procedures to facilitate and support the activities and functions of the Campus Community. GUF has recognized the necessary balance between the academic functions of the campus and the extra-curricular activities that are important elements of student life. These elements have been taken into consideration in the development of these policies to ensure opportunities for success of all campus-related events and activities.

Auraria Campus Events Services (ACES) is a department of the Student Auxiliary Services Division of the Auraria Higher Education Center and is responsible for all non-academic scheduling which includes the facilities of the Tivoli Student Union, St. Cajetan's Center, the Event Center, the St. Frances Center, all common areas in the classroom buildings (i.e.; North Classroom Galleria, South Classroom Lobby, Classroom Building Lounges, etc.) and all exterior spaces (including the Lawrence Street Mall, North Classroom Bowl, 9th Street Park, the playing field, etc.). All facilities are reserved on a first-come-first-served basis (except as noted in the "*Special Use Facilities*" section and the "*Tivoli Scheduling Priorities*" section). ACES staff will guide organizations and persons in assigning a facility which will best meet the needs of each client, whether they are planning a social, recreational, educational, or other program.

The ACES staff will make every effort to assign organizations or persons to their requested space when a specific facility is desired. However, in order to ensure the potential success of all events held on the Auraria Campus, the ACES staff reserves the right, in consultation with

the event sponsors, to assign an event or activity to that facility that is most appropriate for the capacity and type of event or activity being planned.

Assignment for use of facilities will be based on factors including, but not limited to:

1. Availability of facility;
2. Appropriateness and general feasibility of the facility for specific use;
3. Potential conflict with other activities (conflicting sound, crowd volume in common areas, etc.);
4. Fulfillment of necessary requirements, including but not limited to payment of fees, proof of insurance, existence of completed use agreements, required approval of other Campus Departments, etc.

The policies in this document shall be read and applied in conjunction with Campus-wide policies, including, but not limited to: the Campus Exclusive Sales & Services Policy #22, the Special Event Involving Alcohol Policy, #25, the Campus Valet Parking Policy#24, the Campus Signage Policy #27, and the Camping Policy #30.

Approved – Guidelines for Use of Facilities Committee: 12-10-04

Approved – Auraria Executive Committee: 01-19-05

Updated – April 8, 2005

FACILITY PROFILES

In addition to the Special Use Facilities, many of the Auraria Campus facilities have unique features, as well as, some limitations. The following Facilities Profiles outline the available set-ups and special features of each venue.

The Auraria Campus facility set-ups have been established on the basis of known client needs, physical limitations of the rooms, location of the rooms, efficiency of usage, available furnishings, historic preservation concerns, and with consideration to adjacent activities. If a particular set-up option is not noted for a certain facility, it is **not available for that particular room**. If a specific set-up is required for your function, please consult with the ACES staff as to what the appropriate venue may be in order to accommodate your program needs.

While details of the facilities are noted in the Profiles, it is important to highlight some special features of certain facilities.

Rooms with a Permanent Set-up

Certain rooms feature permanent set-ups, which are reflective of those types most often requested by Auraria Campus clients. The Set-ups are such that frequent meetings can be scheduled with little time in between, thus maximizing usage of the room. **Rooms with a permanent set-up cannot be changed**. Individuals desiring alternative set-up must request other facilities, which will better accommodate their needs. Permanent set-up rooms include:

Tivoli Salomon (Room 317)	Conference Style for 12
Tivoli Endlich (Room 322)	Conference Style for 8
Tivoli Reitze (Room 542)	Conference Style for 16
Tivoli Burghardt (Room 642)	Conference Style for 12
Tivoli Executive Center (Room 740)	Conference Style for 16
Event Center (Room 202)	Conference Style for 12

Rooms Available for Special Social Events

As noted in the section on “Security Requirements and Special Social Events” only certain facilities are defined as available for these types of functions. **Special Social Events will ONLY BE SCHEDULED in the facilities that are defined as SPECIAL SOCIAL EVENTS VENUES**. Special Social Event Venues include:

Tivoli Turnhalle (Room 250)
Tivoli Baerresen Ballroom (Room 320)
St. Cajetan’s Center

Rooms that Do Not Darken

Some rooms in the Tivoli Student Union have wonderful natural light, making them especially popular for receptions and banquets. Because of this special feature, however, it makes it difficult to darken the rooms for visual media presentation (slides, etc.). If you are planning a visual presentation as part of your program, please be certain to consult with the ACES staff on the appropriate facility. Rooms which have limited ability to darken include:

Adirondacks (Room 440/540)
LoRaine Good (Room 444)

Rooms with Limited Accessibility

While every effort has made to insure accessibility to Tivoli facilities, one room is not currently wheelchair accessible, due to the historic design of the room, which has created physical limitations. Please plan which facilities you schedule accordingly, in recognition of the needs of your guests. Rooms accessed by stairs only include:

Burghart (Room 642) One Step

See Appendix A for Facility Profile Grids.

PROCEDURES FOR SCHEDULING FACILITIES FOR EVENTS AND MEETINGS

All reservations for Auraria Campus facilities and grounds shall be coordinated through the ACES Office, located in Room 325 of the Tivoli Student Union (303-556-2775).

NOTE: Tivoli merchants wishing to coordinate special events inside or outside of their lease area must first contact the Student Auxiliary Service Tenant Relations Coordinator at (303-556-6330).

While the ACES staff will assist with reservation process, it is helpful to have gathered the following information before contacting them:

1. Type of facility desired (i.e., reception room, lecture space, performance space, etc.).
2. Date and time of the proposed event.
3. Sponsoring group name.
4. Complete name, phone numbers and address of responsible party, and faculty/staff advisor name and number (for student organization)
5. Type of event.
6. Estimated attendance.
7. Special requirements (AV equipment, disabled, etc.).
8. Admission charge or registration fee information.
9. Food services required.
10. Campus account number (when applicable).
11. Parking needs (for speaker or guests).

Official reservation agreements are developed at the ACES Office, where all requests for facilities, equipment, and service are coordinated. If ACES does not have jurisdiction to handle a particular request for special services or equipment they will refer the client to the appropriate office to contact.

If a desired facility is available on the requested date, the space will be held (as a tentative reservation) and arrangements will be coordinated. After all information is attained, the reservation will be confirmed. If a desired facility is not available, the staff will present a possible alternative facility or date. Depending upon the nature and location of the event, special planning meetings may be coordinated with other appropriate parties. In the case of major events, a special event contract with additional terms may also be negotiated, including requirements for insurance coverage. The client will receive a confirmation form only after all details are arranged and verified. See the Payment Policies section for additional information and requirements.

Recognized student organizations should check with their Student Activities/Student Life Offices prior to making facilities requests, to ensure that they are following the appropriate institutional procedures and requirements. Reservations made for student organizations and/or departments must be in the spirit of the purpose and mission of that organization.

GENERAL CONDITIONS OF FACILITIES USE

General Conditions

The facilities and event venues of the Auraria Campus may be scheduled by recognized student organizations, campus departments, and the outside community. When the facilities are scheduled, the individual and/or the group must accept certain conditions of use as follows:

(Note: These conditions also apply to all special use facilities)

1. Accept responsibility for sponsoring and supervising the program. Guests of an event are further expected to abide by all policies and procedures. In addition, students and student organizations acknowledge that they must understand and adhere to their respective institution's student code of conduct.
2. Accept responsibility for ensuring the facilities are used for the purposes for which they are scheduled.
3. Accept responsibility for operating costs (which includes rental fees, non-routine clean-up, security) and for reimbursing ACES for damage to property or facilities which might occur in connection with the scheduled activity.
4. Ensure that all promotional and advertising of events involving the use of Auraria Campus facilities shall identify the individual or group that is the original sponsor of the event. All groups involved in the funding of the events also need to be identified.
5. Take all reasonable steps to ensure that the function in the scheduled facilities complies with agency, local, state and federal regulations and laws.
6. ACES may require that adequate security and custodial measures be taken to provide protection, cleanliness, and safety for persons in attendance at an event and for the protection of campus property (Refer to the "Security Requirements" section).

General Guidelines

1. Auraria Campus facilities may not be used for commercial, personal or private gain except under certain contractual arrangements. Fund raising is not allowed except through programs directly scheduled, sponsored and programmed by recognized student organizations, the Student Activities/Life Offices, campus departments, or staff organizations for educational, charitable, nonprofit organizations or on-campus organization purposes or for programs presented for members of the Campus Community.
2. Auraria Campus facilities may not be used in any manner that suggests that the Auraria Campus or its constituent institutions are endorsing any ethnic, political, sectarian or religious position.

3. The Auraria Campus facilities are not available for scheduling of events on the following days:

Christmas Eve	Christmas Day	Memorial Day
New Year's Eve	New Year's Day	Labor Day
Thanksgiving Day	July 4 th	

Certain facilities may also be unavailable during semester break periods due to scheduled maintenance activities, etc. In addition, the annual Spring graduation Ceremony dates are not available when any of the three constituent institutions have scheduled their respective ceremony to take place on Campus. Receptions related to these ceremonies are allowed.

4. "Event" end times may not be scheduled beyond 1:00 A.M. for any facility. This is considered to be the maximum end time/vacate time of an event (meaning all attendees must leave the area at this time). Last call must be planned accordingly, per the alcohol policy.

The maximum "reservation" end time (allowing for tear down) may not exceed 1:30 A.M. This means that tear down and removal of equipment must be completed no later than 1:30 A.M. All individuals must have vacated the area by this time.

Organizations not complying with these end times will be assessed a penalty fee and may not be allowed to schedule future after hours events.

Due to safety and security issues, overnight functions are not allowed in any Campus facility or on Campus grounds. The building of living structures or habitations of any sort is prohibited. (Reference Campus Camping Policy #30).

5. Walls and woodwork in any facility may not be nailed, bored, or screwed into. Tape is not allowed on painted or historic surfaces. ACES staff may provide alternative means for securing display materials, etc.
6. In order to maintain the facilities in ideal condition for everyone's use, and for safety and liability reasons **all** decorations, displays and exhibits must be approved in advance by the ACES staff.

In the Tivoli Turnhalle, no decorations, attachments or alterations of any kind may be done to the staging curtains. Any movement or adjustment of these curtains **MUST** be done by ACES staff.

Decorations, displays or exhibits which require flame or water cannot be used in any Auraria Campus facility. Consult with ACES staff regarding the use of candles in appropriate containers. Decorations must meet minimum safety standards. The use of hay or other dry tinder is also prohibited. The use of paint, glue or aerosol sprays is not permitted in interior spaces.

All special effects for events must be discussed in advance with ACES staff. In general, smoke and fog machines are not allowed, but may be permissible in the Tivoli Turnhalle under certain conditions.

ACES staff will regulate all light and built in sound controls. Additional equipment and trained staff may be available to assist with an event with proper notice.

7. Time(s) for decorating must be arranged **in advance** and is considered as part of the reservation period. All decoration materials must be removed immediately following the event unless prior permission is given (pre-approved additional time allotment for decoration removal may also result in additional rental charges).
8. Events including clean-up and band equipment tear down must fall within the scheduled reservation time.
9. Capacities are established by fire and safety code, in conjunction with room configurations. In order to assure the safety of all in attendance at events, ACES and Auraria Campus Police have the right to restrict access if it is deemed that the designated capacity has been exceeded.
10. Signs advertising same day location of an event must comply with posting policies. Contact the ACES Office for assistance in the appropriate locations and sizes of directional signage.
11. ACES in consultation with the event sponsor reserves the right to change room assignments in the best interest of maximum utilization and optimum operation, and safety of the Campus patrons and property. Changes in room space assignments will not be arbitrarily determined, and ACES will only make changes upon notification of and discussion with the respective sponsor.
12. In order to maximize safety, ingress/egress and technical needs such as power, etc., the ACES staff may determine specifics of set-up needs, including such items as stage placement, etc. All aisles leading to exit doors must be kept clear and unobstructed. During the period of use, exit doors must not be fastened and/or obstructed so that doors cannot be readily opened for the inside.
13. Rooms which are reserved and not used or canceled with the appropriate notice may be assessed the full rental fee (or penalty fee in the case of groups not paying a rental fee), and other associated fees (see the Facility Fees-Cancellations section). ACES staff will work in consultation with the Student Activities/Life Offices with respect to student organizations and appropriate means for addressing non-use of rooms.
14. All reservations require lead-time dependent upon the nature and details of the event. A 45 business day notice (or more, dependent upon the nature and size of the event) is required for large or complex events. Refer to the “*Security Requirements*” section

for additional requirements related to security staffing coverage. Be sure to consult with the ACES Office to determine the specific notice required for each event type.

15. Certain events will require additional Liability Insurance Coverage which lists the Auraria Higher Education Center and the Student Auxiliary Services as additional insureds, in conjunction with adhering to other State requirements, and will be outlined in detailed contract agreements coordinated by the ACES Office. In such cases, a certificate of insurance will be required in advance of the event. Failure to provide the certificates will result in cancellation of the event.
16. Those who qualify to schedule the use of the Auraria Campus facilities may set their own policies concerning opening or closing their scheduled activity to the public and news media, and such policies shall be stated at the time of scheduling. If such scheduled activities are closed to the public, they may be opened or closed to the news media at the discretion of the sponsoring user.
17. ACES and the Auraria Campus Police may require that adequate security measures be taken to provide protection for event speakers, for persons seeking attendance at an event, for the Auraria Campus property involved and for the Auraria Campus Community. Sponsors of events are responsible for these costs related to the event. When possible, ACES and the Auraria Campus Police will make every effort to determine these costs in advance of the event. Sponsors may be required to make a security deposit and will be held responsible for additional costs resulting from the event, including but not limited to payment for turf damage related to the event, excessive cleanup and/or support staffing requirements, etc.
18. ACES reserves the right to cancel and/or postpone an event due to inclement weather. This includes but is not limited to canceling an interior event when weather conditions do not allow the Campus to be open and/or prohibits the ability to effectively clear snow for a safe environment; and/or an exterior event following a snow storm in which the area intended to be utilized is covered with snow, or property damage is imminent due to wet conditions.
19. Due to safety and ingress/egress issues, exhibits and displays are not allowed in common area hallways of buildings with the exception of the Arts Building, for exhibits related to classes in that building.

Violation of any of the above stated policies, or those that follow, will subject the client to TERMINATION of the event and/or suspension of scheduling privileges for one semester (excluding summer), and/or additional charges.

TIVOLI SCHEDULING PRIORITIES

The facilities in the Tivoli Student Union are generally not available for scheduling academic courses, due to the nature and funding of the facility. Academic classroom facilities elsewhere on campus are available for those academic functions. Due to the Tivoli Student Union being a student bond funded facility, certain scheduling priorities have also been established for specific rooms in this facility.

The primary demand for facilities during Monday through Friday (before 5:00 P.M.) comes from campus groups. Likewise, primary demand Friday (after 5:00 P.M.) through Sunday comes from campus and off-campus groups requiring long term planning, and the ability to secure facilities well in advance. For these reasons, the following scheduling priority has been adopted:

Events Occurring Monday through Friday (Before 5:00 P.M.):

Fall and Spring Semesters

1. Campus departments and recognized student organizations sponsoring their official events on a first-come first-serve basis beyond the current semester period. All other Auraria Campus Event Services and Student Union policies and procedures will apply.

2. Off-campus persons or groups wishing to schedule events Monday through Friday (before 5:00 P.M.) may do so only on a semester-by-semester basis, with the exception of break periods and summer semester. Consideration of off-campus events to be scheduled Monday through Friday (before 5:00 P.M.) which will occur beyond the current semester will be considered on an individual basis. ACES will submit these long-term requests for consideration and approval to the Director of ACES. The Director, upon granting approval, will provide information to SACAB and the Student Activities/Life Offices regarding these requests.

Events Occurring Friday (After 5:00 P.M.) through Sunday:

Fall and Spring Semesters, & Monday through Sunday for Summer Semester & Break Periods

1. Campus departments, recognized student organizations and off-campus groups wishing to schedule events taking place Friday through Sunday during the Fall and Spring semesters and Monday through Sunday during the Summer semester and break periods, may do so on a first-come-first serve basis with no semester limitation. All other Auraria Campus Event Services and Student Union policies and procedures will apply.

Scheduling Period	Who May Schedule	When
Fall/Spring Semester Monday-Friday (before 5:00 P.M.)	Recognized Student Organization Campus Department Off-Campus Groups	Any Time Any Time Semester by semester OR In advance w/Special Approval
Fall/Spring Semester Friday-Sunday (after 5:00 P.M.)	Recognized Student Organization Campus Department Off-Campus Group	Any Time Any Time Any Time
Summer Semester & Break Periods	Recognized Student Organization Campus Department Off-Campus Groups	Any Time Any Time Any Time

SPECIAL USE FACILITIES

There are certain special use facilities in the Tivoli Student Union and classroom buildings that have their own use priorities and/or have specific usage limitations due to design and programmatic function. Usage of any special use facility must comply with all general scheduling policies (Refer also to the specific policies regarding food and alcohol). Because of the unique arrangements of each space, the type of function that can be accommodated and time available are restricted. Below is the information specific to each of these areas:

Tivoli Student Union

Quiet and Study Lounges

The Tivoli Student Union houses a variety of lounges which are intended to meet the needs of the campus population via providing locations for socializing, relaxing, studying, information sharing, etc. For this reason certain lounge areas are not generally available for scheduling of special events. These include the third floor study area and the Garage Quiet Study Lounge. The Director of the Student Auxiliary Services or their designee may make exceptions to this policy during weekends and other down periods (semester breaks, etc.)

Pauline Reece Hall of Recognition/320 Pre-Function Lounge

The Pauline Reece Hall of Recognition (also known as the “pre-function” lounge) is available for functions which are associated with the use of the Bearresen Ballroom (Room 320). In order to avoid disruption of events in the ballroom, functions may not be scheduled in this lounge independent of what is scheduled in the ballroom.

The Roger Braun Television Lounge and the Multi-Cultural Lounge

These lounges (located at the South West entry) are available for scheduling events which are open and free to the campus community. Private events may only be held in these spaces during semester breaks or other down periods upon permission of the Director of Student Auxiliary Services or their designee. Existing furnishings must remain in the lounge, but can be arranged in an optional series of set-ups (consult with ACES regarding these options). Requests for re-arrangements or extensive cleaning following an event may incur additional charges for after hours functions (those not open to the public). Electronic amplification is allowed, however, the volume shall be maintained a level that shall not interfere with other functions, events/activities taking place within the Tivoli Student Union. ACES staff, in consultation with the event sponsor, will determine the appropriate sound levels.

Display cases located within the Multi-Cultural Lounge are available for exhibits and displays. Inquire at the ACES Office for procedures on how to schedule a public exhibit in these cases.

The Atrium Food Court Seating

The atrium/food court seating area is not available for scheduling private events at any time due to the nature of the area being seating support for food court businesses and due to the desire to provide a consistent eating/studying area for students.

(Alternative conference facilities are now available for events requiring sit down seating).

The Atrium: Entertainment Programs

A small performance space is available at the North East Corner of the main atrium. This space is available for scheduling of general entertainment programs (i.e. string quartets, small bands, etc.) which are directly produced by the Student Activities/Life Offices and/or the Tivoli Student Union. Performances and programs may traditionally be scheduled on Thursdays between 11:00 A.M. and 2:00 P.M., however, opportunities may exist on other days or at other times. Contact the ACES Office for these potential options.

Acoustic music and low amplification are encouraged. If a program is amplified, the volume shall be maintained at a level that shall not unnecessarily interfere with other functions, events/activities taking place within the Tivoli Student Union. ACES staff and the event sponsor, are required to determine the appropriate sound levels and will enlist the assistance of the event sponsor in maintaining appropriate sound levels.

In order to ensure adequate seating for all customers in what is a limited seating area, no furniture will be removed for any scheduled performance. Performances must take place from the designated performance area only. With permission from the Director of Student Auxiliary Services or their designee, some furniture may be rearranged (but not removed), to accommodate special one time events.

The sponsor must ensure that bands and performers provide their own sound equipment. The sponsor must also coordinate equipment and power needs with the ACES staff to ensure that their function is appropriately accommodated in advance of the event.

Senate Chambers Meeting Room (Room 329)

The design and nature of use of the Senate Chambers Meeting Room requires that its principal users have the highest priority for its use, and that there be limited control of use by others.

For the first three weeks of each semester, the three Student Governments and the Student Advisory Committee to the Auraria Board (SACAB) may schedule their official functions in the Senate Chambers for that semester. These four entities will be served on a first-come-first-served-basis during this period and may only schedule one semester at a time.

During the fourth and fifth weeks of the semester, all recognized student clubs and organizations (in addition to the student Governments and SACAB) may schedule their official functions in the Senate Chambers Room for that semester on a first-come basis.

The remaining weeks of the semester (sixth through the end of the semester), the Senate Chambers Room will be available for scheduling by all parties (both on campus and off campus) on a first-come-first-serve basis.

Office Suite Conference Rooms

Several office suites located in the Tivoli Student Union generally have their own interior conference room or meeting area. The occupants of those individual suites control use of these meeting facilities.

Other Meeting Facilities

All other Tivoli meeting facilities are scheduled on a first-come-first-serve basis. Refer to the section on use of these rooms for specifics regarding the types of functions, which can be held in each of these venues.

NORTH CLASSROOM GALLERIA LOUNGES

The North Classroom has four Galleria Lounges and a food service seating area which are on the south side of the building (along the Lawrence Street mall side). The food service area is considered part of the leaseable space for the contracted food operator in the building and is, therefore, not available for scheduling.

Galleria Lounge A is only available for information table scheduling or as a support space for official functions scheduled in the adjacent classroom #1130.

Galleria Lounge B is available for information table scheduling only (see section on Information Tables).

The Galleria Lounges C & D (east end of the building) are available for information tables (see section on Information Tables) or for scheduling by departments for their official departmental functions which are open and free to the campus community. Due to the adjacency of classrooms, amplification at these functions is not allowed. Further, if functions are deemed to be disruptive to the academic classes, the function sponsor will need to consider alternative venues. Due to a lack of storage facilities, the lounge furnishings within these areas is generally not removed, but may be reconfigured. Specific set-up needs must be coordinated with the ACES Office. Note that requests for extensive set-ups and/or functions that will require extensive cleaning following an event may be subject to additional charges. Exhibits and functions scheduled in the Galleria may not exceed five (5) days per semester. All functions and exhibits require posting of a sign indicating the official sponsor, contact name and contact phone number. Private events may only be held in these spaces during semester breaks or other down periods upon permission of the Director of Student Auxiliary Services or their designee.

DISPERSED STUDY & VENDING LOUNGES IN OTHER CLASSROOM BUILDINGS

Most other classroom buildings have dispersed student & vending lounges located on the first and/or second floors. These areas are set aside for student study and are part of the contracts related to vending and food provision in these buildings. Consequently, these areas are not available for scheduling of special events or functions. Other areas within these classroom buildings may be designated as available for Information Table Scheduling (see section on Information Tables).

AURARIA CAMPUS EVENT CENTER & PLAYING FIELDS

The Event Center and Playing Fields are utilized for a variety of academic and recreational programs. The ACES staff schedule and coordinate functions for Intercollegiate Athletics and Campus Recreation programs following the scheduling of academic classes. This includes the coordination of games, practices, tournaments, and associated athletic and recreational special events. Facility requests for these entities are due at the end of each sports season for the upcoming year (excluding post-season play). After this period, the facility is available to these entities on a space available basis, including requests for off-season practice. These venues are also utilized for annual graduation ceremonies. Due to the volume of these traditional events at these venues, and the need to schedule maintenance during interim periods, these venues are generally unavailable for other types of special events. Inquire at the ACES Office for additional information on these venues.

ST. CAJETAN'S CENTER

St. Cajetan's Center serves as a back-up facility for academic classes. For this reason, this facility may generally only be scheduled on a semester-by-semester basis. Lab Classrooms are located in the basement of the facility making special consideration for sound transfer from events on the main floor a necessity, as well. Consult with the ACES staff on the availability of this facility.

OTHER OUTDOOR VENUES

Other outdoor event venues available for special events are addressed in the "Outdoor Events/Festivals" section. Please refer to that section for details. Outdoor areas are unavailable for fun run races or walk-a-thons except where all participants are students and/or employees on the Auraria Campus and the event is held when classes are not in session. Consult with the ACES staff for additional information.

CAMPUS FACILITY AND SERVICE CHARGES

1. Charges will be assessed the users of the Auraria Campus facilities according to the Use and Rate Categories (See Below).
2. Charges, in addition to standard rental rates, may be assessed users for events requiring special facilities, equipment, room set-ups, police or security staff, and/or custodial services or support staff, at a rate in keeping with labor costs associated with the event.
3. Charges will be assessed directly to the client/organization for damages, extra clean-up, or unscheduled security support needs.
4. The Auraria Campus & Event Service Office may require from any client payment in full, payment of a deposit, or a statement of responsibility from the Student Activities/Life Offices (when pertaining to recognized student organizations), as outlined in the Use and Rate Categories (see below).
5. Failure to pay any charges associated with the use of the Auraria Campus facilities will result in the loss of privileges for the client/organization.

USE AND RATE CATEGORIES

Category 1 Extra-Curricular events initiated, planned, presented and participated in by student activity fee funded departments of the three institutions, and/or the departments supported by the student facilities bond fund of the Auraria Campus. These departments are the CCD Student Life Office, the MSCD Student Activity Office, the MSCD Student Life Office, the UCDHSC Student Life Office, the Tri-institutional Gay, Lesbian, Bisexual, Transgender Student Service, The Tri-institution Campus Recreation Student Services, and the programs of the Student Auxiliary Services (Tivoli Student Union, Child Care Center, Auraria Campus Bookstore, Clicks Print Shop, the Auraria Campus Event Services Office), and the Student Government Assemblies of CCD, MSCD and UCDHSC.

Meetings, events or official functions of student organizations officially recognized by the above noted offices, provided the function is supported by, and properly planned and funded through their respective Student Activity Office.

Meetings, events or official functions initiated, planned, presented and participated in by the Student Advisory Committee to the Auraria Board (SACAB).

Category 2 Meetings, events or official functions initiated, planned, presented and participated in by academic, administrative, institutional, or student service fee funded departments or groups of the Auraria Campus.

Meetings, events or official functions initiated, planned, presented and participated in by commercial or retail lease tenants of the Auraria Campus, provided said events do not allow for commercial gains, either direct or indirect.

Category 3 Meetings, events or official functions initiated, planned, presented, and participated in by off-campus (private) groups and outside organizations, including both profit and non-profit organizations.

Meetings, events or official functions HOSTED by those groups identified in Category 1 or Category 2, including the CCD Student Activity/Life Office, the MSCD Student Activity Office, the UCDHSC Student Life Office, Student Auxiliary Services, recognized student organizations, academic, institutional, administrative or student service departments.

A meeting, event or official function is considered hosted if one group enters into a partnership or agreement (formal or informal) with another group for the purposes of obtaining use of the facilities or services of the Auraria Campus. By doing so, the campus department or organization hosting the event is responsible for the other group, and makes reservations and arrangements for the event. For the purposes of acquiring facilities and gaining access to services, the campus department or organization hosting a function assumes all financial and legal liability for the event, regardless of whether they, or their members, are in attendance, and whether or not the group they are partnering with has elected to fund the program.

The ACES Office reserves the right to determine user category and room charges based upon information received regarding the event and/or observation of the event. Organizations providing inaccurate or faulty information regarding the nature and hosting status of an event may be held responsible for payment of Category 3 rates.

TIVOLI STUDENT UNION FACILITY RATES

ROOM	1*	2	3
Sigi's Cabaret – Room 140			
4 Hours	0	\$50	\$150
8 Hours	0	\$100	\$250
12 Hours	0	\$100	\$250
Multi-Cultural Lounge – Room 201			
4 Hours	0	\$35	\$150
8 Hours	0	\$45	\$200
12 Hours	0	\$45	\$200
Turnhalle – Room 250			
4 Hours	0	\$300	\$1,800
8 Hours	0	\$300	\$1,800
12 Hours	0	\$300	\$1,800
Roger Braun Lounge – Room 261			
4 Hours	0	\$35	\$150
8 Hours	0	\$45	\$200
12 Hours	0	\$45	\$200
Salomon- Room 317			
4 Hours	0	\$20	\$45
8 Hours	0	\$30	\$75
12 Hours	0	\$30	\$75

*All Tivoli Facilities:

Included in all rates are rent, facilities management, utilities, cleanup & administrative fees, and student staff coverage. Rates are up to and including four hours, 8 hours and 12 hours.

Additional charges may include campus police officers/guards, and additional charges for equipment.

For Category 1, “after hours” charges of \$20/hour will apply to any Tivoli room, when an event exceeds regular building operating hours. These hours will be adjusted for summer semester and interim periods.

Tri-institutional open campus recreation activity time may only be scheduled in Tivoli facilities upon permission of the ACES Director, due to the designated use of the Event Center for these specific activities.

TIVOLI STUDENT UNION FACILITY RATES (Contd.)

ROOM	1*	2	3
Endlich – Room 322			
4 Hours	0	\$20	\$45
8 Hours	0	\$30	\$75
12 Hours	0	\$30	\$75
Baerresen – Room 320 ABC			
4 Hours	0	\$70	\$300
8 Hours	0	\$100	\$500
12 Hours	0	\$100	\$500
Baerresen – Room 320 AB or BC			
4 Hours	0	\$60	\$250
8 Hours	0	\$75	\$400
12 Hours	0	\$75	\$400
Baerresen – Room 320 A, B, or C			
4 Hours	0	\$50	\$200
8 Hours	0	\$60	\$300
12 Hours	0	\$60	\$300
Senate Chambers – Room 329			
4 Hours	0	\$50	\$200
8 Hours	0	\$60	\$300
12 Hours	0	\$60	\$300

*All Tivoli Facilities:

Included in all rates are rent, facilities management, utilities, cleanup & administrative fees, and student staff coverage. Rates are up to and including four hours, 8 hours and 12 hours.

Additional charges may include campus police officers/guards, and additional charges for equipment.

For Category 1, “after hours” charges of \$20/hour will apply to any Tivoli room, when an event exceeds regular building operating hours. These hours will be adjusted for summer semester and interim periods.

Tri-institutional open campus recreation activity time may only be scheduled in Tivoli facilities upon permission of the ACES Director, due to the designated use of the Event Center for these specific activities.

TIVOLI STUDENT UNION FACILITY RATES (Contd.)

ROOM	1*	2	3
Adirondacks – Room 440/540			
4 Hours	0	\$70	\$1,000
8 Hours	0	\$150	\$1,000
12 Hours	0	\$150	\$1,000
John Good – Room 442			
4 Hours	0	\$40	\$150
8 Hours	0	\$50	\$250
12 Hours	0	\$50	\$250
LoRaine Good – Room 444			
4 Hours	0	\$40	\$200
8 Hours	0	\$50	\$300
12 Hours	0	\$50	\$300
Reitze – Room 542			
4 Hours	0	\$35	\$100
8 Hours	0	\$45	\$150
12 Hours	0	\$45	\$150

*All Tivoli Facilities:

Included in all rates are rent, facilities management, utilities, cleanup & administrative fees, and student staff coverage. Rates are up to and including four hours, 8 hours and 12 hours.

Additional charges may include campus police officers/guards, and additional charges for equipment.

For Category 1, “after hours” charges of \$20/hour will apply to any Tivoli room, when an event exceeds regular building operating hours. These hours will be adjusted for summer semester and interim periods.

Tri-institutional open campus recreation activity time may only be scheduled in Tivoli facilities upon permission of the ACES Director, due to the designated use of the Event Center for these specific activities.

TIVOLI STUDENT UNION FACILITY RATES (Contd.)

ROOM	1*	2	3
Zenith – Room 640			
4 Hours	0	\$60	\$600
8 Hours	0	\$100	\$600
12 Hours	0	\$100	\$600
Burghardt – Room 642			
4 Hours	0	\$35	\$125
8 Hours	0	\$45	\$175
12 Hours	0	\$45	\$175
Executive Center – Room 740			
4 Hours	\$100	\$100	\$800
8 Hours	\$175	\$175	\$800
12 Hours	\$175	\$175	\$800

*All Tivoli Facilities:

Included in all rates are rent, facilities management, utilities, cleanup & administrative fees, and student staff coverage. Rates are up to and including four hours, 8 hours and 12 hours.

Additional charges may include campus police officers/guards, and additional charges for equipment.

For Category 1, “after hours” charges of \$20/hour will apply to any Tivoli room, when an event exceeds regular building operating hours. These hours will be adjusted for summer semester and interim periods.

Tri-institutional open campus recreation activity time may only be scheduled in Tivoli facilities upon permission of the ACES Director, due to the designated use of the Event Center for these specific activities.

EVENT CENTER FACILITY RATES

ROOM	1*	2	3
Room 104 (Gym)			
4 Hours	\$600	\$600	\$700
8 Hours	\$950	\$950	\$1,150
12 Hours	\$1,300	\$1,300	\$1,600
Room 103 (Lobby **)			
4 Hours	\$100	\$100	\$200
8 Hours	\$200	\$200	\$400
12 Hours	\$300	\$300	\$600
Conference Room 202			
4 Hours	\$35	\$35	\$100
8 Hours	\$45	\$45	\$150
12 Hours	\$45	\$45	\$150
Room 220 (Green Room ***)			
4 Hours	\$100	\$100	\$200
8 Hours	\$200	\$200	\$400
12 Hours	\$300	\$300	\$600

* For the Tri-institutional Campus Recreation Department, there is no charge for Event Center facilities when used for Tri-institutional open campus Recreation Activity time. All co-curricular events initiated, planned, presented and participated in by the Tri-institutional Campus Recreation Department (as defined on page 18) are assessed charges as noted in column 1 above. All meetings, events or official functions hosted by the Tri-institutional Campus Recreation Department (as defined on page 19) are assessed charges as noted in column 3 above.

** Rental of the Lobby includes the adjacent Conference Room. Use of the Concession area is an additional flat rate of \$360.

*** The Green Room is primarily available on evenings and weekends, only.

Included in all rates are, rent, facilities management/utilities, clean-up & administrative fees, and student staff coverage. Rates are up to and including 4 hours; 8 hours and 12 hours.

Additional charges may include campus police at \$38/hour per officer/guard, or the current prevailing wage.

**ST. FRANCIS CENTER & ST. CAJETAN'S CENTER
FACILITY RATES**

ROOM	1	2	3
St. Francis Center			
4 Hours	\$75	\$75	\$1,200
8 Hours	\$150	\$150	\$1,200
12 Hours	\$150	\$150	\$1,200
St. Cajetan's Center			
4 Hours	\$75	\$75	\$1,000
8 Hours	\$100	\$100	\$1,000
12 Hours	\$100	\$100	\$1,000

Included in all rates are rent, facilities management, utilities, cleanup & administrative fees, and student staff coverage. Rates are up to and including four hours, 8 hours and 12 hours.

Additional charges may include campus police at \$38/hour per officer/guard, or the current prevailing wage.

GENERAL CHARGES FOR SERVICES

Campus Police

\$38 per hour, per officer, or the current prevailing wage.

Building Supervisor

\$10 per hour, per person or the current prevailing wage; as required in coordination with the sponsor for specially requested services.

Custodial Services

\$10 per hour, per person or the current prevailing wage; required for additional clean-up services only.

After Hours Fees

\$20 per hour; when after-hours charges are applicable, fees are in addition to standard rental fees with the exception of Category 3.

Media Technician

\$12 per hour per person or the current prevailing wage; technician required when large mixer sound systems are used, or at the request of the sponsor for additional support services.

PAYMENT REQUIREMENTS

In addition to the provisions defined by student organizations funding/payment requirements, the following conditions apply:

1. Recognized student organizations and departments are expected to pay all fees associated with an event, in full, within 30 days of invoicing (a campus account number is required before an event can be confirmed). In some instances, payment in full, in advance of the event will be required.
2. Off-campus groups must pay 50% of the rental fee within two weeks of placing the reservation. This payment is non-refundable. The balance of the rental fee and all other associated fees is due, in full, in advance of the event, unless other arrangements have been agreed to by ACES.
3. For some large events, a damage/security deposit may be required. The ACES Office will advise clients accordingly, at the time the reservation is placed.

CANCELLATION FEES: Non cancellation/non-use

1. Departments and off-campus groups who reserve space, do not cancel, and do not use the space will be required to pay for all rental and service fees in full.
2. Student organizations that reserve space, do not cancel, and do not use the space, three times within one semester, may have all scheduling privileges revoked for the current semester and potentially the following semester. In these instances, the ACES Staff will work with the respective Student Activities/Life Offices to determine the appropriate actions.

LATE CANCELLATION

Student organizations, departments and off-campus groups that cancel minor events less than three days in advance of the event will be assessed any fees associated with services required to be scheduled in advance (i.e. Public Safety fees, etc.), when applicable.

Student organizations, departments, and off-campus groups that cancel major events within any time frame will be assessed fees associated with services already provided. These fees and late cancellations are generally defined in the ACES Policies.

EQUIPMENT RENTAL CHARGES

Conditions for Use

1. ACES has a variety of media equipment available for use within its scheduled facilities. Equipment assigned to a facility may not be scheduled for use outside of that facility or grounds.
2. Equipment must be requested at the time of placing the original reservation request for space, and is available on a first-come-first-serve basis. Equipment use is limited to those scheduling ACES facilities.
3. Some equipment may require a trained technician to operate. Equipment requiring a technician must be reserved at least fourteen (14) business days in advance of the event. There is a minimal charge of \$12.00 per hour for the technician's time.
4. In the event that equipment is lost, stolen or damaged, the client who requested the equipment will be liable for replacement and repair costs.
5. Clients may order additional equipment directly from the Campus Media Services Department. In the event that Campus Media Services equipment or other outside equipment providers are used, the client will be responsible for requesting additional set-up/tear down time, if required. The client will be responsible for paying additional facility rent charges for this expanded reservation period. Clients who fail to schedule extra set-up/tear down times will be charged accordingly, and may be assessed an additional penalty fee if the set-up or tear down disrupts other scheduled events.
6. Violation of the above conditions and/or failure to pay debts incurred for these services will result in suspension of use privileges.

TIVOLI STUDENT UNION FACILITY RATES

Category

Equipment Item	Specifications	1	2	3
Slide Projector	35 mm includes carousel & cords	No charge when Equipment is used in the Tivoli facilities. Otherwise, the category 2 Rate is Assessed	\$10 EA	\$20 EA
Overhead Projector			\$10 EA	\$20 EA
TV monitor w/VCR Player	TV Monitor: 27" VCR/VHS Player (not recorder): ¾" VHS		\$15 EA	\$25 EA
Piano	Upright May only be scheduled for use in: Baerresen – Room 320 Adirondacks – Room 440 Turnhalle floor level – not on stage		\$50	\$75
Portable P.A. (Lecterns)	Lectern unit combined with speaker system allows for one microphone		\$10 EA	\$20 EA
Mixer Sound System	Mixer system for multiple microphones May only be scheduled for use in: Baerresen – Room 320 Adirondacks – Room 440 Turnhalle – Room 250		\$45 + tech charge	\$75 + tech charge
Cassette Tape Recorder/Portable Stereo Box	Record/Play (portable)		\$15 EA	\$20 EA

RESERVED SPACE FOR INFORMATION, SOLICITATION AND FUNDRAISING

Student Organization/Campus Department Information Tables

A specified number of information (info) table spaces are available for recognized student organizations to reserve on campus for promotion of their clubs/organizations and for information dissemination regarding special events, etc. Official campus departments may reserve space to disseminate information regarding their programs for a nominal fee per day. The following must apply:

1. Student organizations must be recognized/registered by their respective institution Student Activities/Student Life Offices. Sports Clubs must be recognized by the Campus Recreation Office.
2. Organizations/departments must directly reserve the spaces through the ACES Office, according to established reservations procedures. Space is available on a first-come-first serve basis. (Note: reservation of multiple table spaces for a larger organized event is considered an Outdoor Event/Festival and is addressed in the Outdoor Special Events/Festivals section). Organizations/departments may not change tables or move tables from one location to another, unless specifically approved in advance by the ACES Office.
3. Organizations must have a sign attached to the reserved table (in clear view; not smaller than 8 1/2"X 11"), identifying the sponsoring student organization or campus department and a contact phone number. Signs and other material may NOT be attached to any adjacent wall or glass surface. Organizations/departments will be held responsible for any damages incurred to the facility or the facility property.
4. Student organizations/campus departments must conduct official business and/or promotion of their organization or department. Student organizations and campus departments may not sponsor table space for outside vendors or other private parties, except as provided for in the following section on fundraising. Student organizations/campus departments may not "front" for other organizations in any manner. Any sales associated with the table must be directly related to the role and mission of the student organization/campus department by way of ticket sales for special events or promotional materials depicting the nature of the organization, such as club t-shirts. This regulation will be strictly enforced and organizations not complying may have future reservation rights revoked.
5. The Offices of CCD Student Life, MSCD Student Activities and UCDHSC Student Life may sponsor an information table (non sales/non-commercial) for certain "not for profit" organizations, should those offices deem the information being disseminated has educational value for their student population.
6. Each organization/department is limited to a maximum of one (1) info space per day, and a maximum of five (5) days in any one month. (Table sponsorship by the Office

of CCD Student Life, MSCD Student Activities and UCDHSC Student Life is not limited to the five day period.) Overnight reservations are not allowed.

7. Shouting or other noisy attraction methods designed to gather attention to the info space are not permitted. For indoor info spaces, activities must take place from behind the assigned table so as not to interfere with ingress/egress through the buildings. For outdoor info spaces (at the Flagpole Area of Central Classroom Exterior Plaza) activities must take place within the area of the assigned table. Activities must not impede pedestrian traffic.
8. Due to fire regulations and Governor's Order on smoking, burning of materials of any kind is not allowed. This includes cigarettes, incense burning, etc.
9. The info table space for a student organization must be staffed by a current student who is a member of the student organization and the info table for a department must be staffed by a faculty or staff person from the campus department at all times. Children which accompany any student organization/campus department personnel must be attended to at all times.
10. Organizations/departments must remove all items, including trash and debris from their info table area daily. Items must not be left overnight, including signage, etc.
11. Small portable multi-media (music, audio-video) systems are allowed at the Tivoli and Flagpole info table locations when that are an integral part of the info program, provided the sound level is limited to being only audible within the immediate vicinity (approximately 6 feet) of the reserved table space. These systems are not allowed in any other info table locations (classroom buildings, etc). To ensure that adjacent functions and activities are not interfered with, the ACES staff reserves the right to request that sound levels be lowered or turned off. The use of a portable system must be identified at the time the reservation is placed. Power is not available for these systems, so they must be self-contained. Bands, amplified instruments, speakers, performances, radio station broadcasts and other functions of this nature are not permitted under the Information Table Space Guidelines. These functions must be scheduled as a special event/festival and adhere to those guidelines. (See section on "*Outdoor Events/Festivals*").

Student Organization/Campus Department Fundraising Tables

In addition to adhering to numbers 1 through 11 above, recognized student organizations and campus department fundraising is permissible under the following additional guidelines:

A. Promotional Materials

As defined in #4 above, where the sales or promotions associated with the info table are directly related to the role and mission of the student organization/campus department. This is achieved by way of ticket sales for special events or promotional materials depicting the nature of the student organization such as club t-shirts, etc.

B. Bake Sales

The sale or distribution of food or other products is not allowed, except as provided for in this section. Student organizations may conduct bake sales from info table locations which include the Flagpole sites; the South Classroom Lobby; the North Classroom Galleria, Event Center entryway, and the Central Classroom Exterior Plaza locations. Bake sales are not allowed at other info table space locations. Hot and cold foods are not allowed. City & County of Denver regulations must be adhered to. It is the responsibility of the sponsoring organization to ensure that they are compliant with these regulations, including but not limited to food handlers permits, preparation in approved facilities, pre-packaging, etc. Student organizations are responsible for getting pre-approval from their respective Student Activities/Life Office and should recognize that additional limitations or conditions may be required by those offices. Sponsorship of commercial companies is not allowed. However, re-sale and/or distribution of commercial baked products is permitted provided it not in conflict with the goods or services of current official lease holders, contractors and/or AHEC's Student Auxiliary Service Programs.

C. Non-sales Commercial Sponsorship

Student organizations/campus departments have an opportunity to raise funds by sponsoring private entities who wish to provide information about services or products to the campus community. Such entities are not authorized to sell these products or services, but may disseminate information/coupons/etc. regarding them. The Sponsoring Organization is responsible for the conduct of the individuals representing the private entity while they are on campus. The 8 ½" X 11" sign must reflect the sponsoring organization name and a contact phone number.

The sponsoring student organization and the campus department will be charged a per space per day fee. The sponsoring student organization/campus department may then assess a fee of their choice (in addition to the Reservation fee) to the private entity. The ACES Office will only collect directly from the sponsoring organization the reservation fee. The sponsoring organization and their respective Student Activities/Life Office is responsible for collecting any additional fee they have chosen to assess the private entity.

The use of info/fundraising tables for the sale or distribution of food or other products is not allowed, except as provided for in this section. Credit card/calling card vendors are not allowed to be solicited at info/fundraising tables, regardless of sponsorship by recognized student organizations or campus departments. Other manners and venues for these activities may be available. In each instance, the sponsoring organization assumes liability for the function and is responsible for any applicable license requirements, tax collection/payment, refunds for defective items, etc.

**STUDENT ORGANIZATION/CAMPUS DEPARTMENT
INFORMATION AND FUNDRAISING TABLES - RATES**

	1	2	3
TIVOLI			
Info Table	0	\$10	N/A
Fundraising Table: Bake Sale	N/A	N/A	N/A
Fundraising Table: Non-sales Commercial Sponsorship	\$10	\$15	N/A
Flagpole, South Classroom Central Classroom Plaza, North Classroom Galleria Event Center			
Info Table	0	\$10	N/A
Fundraising Table: Bake sale	0	\$10	N/A
Fundraising Table: Non-sales Commercial Sponsorship	\$10	\$15	N/A
Plaza Building Arts Building West Classroom Central Classroom			
Info Table	0	\$10	N/A
Fundraising Table: Bake Sale	N/A	N/A	N/A
Fundraising Table: Non-sales Commercial Sponsorship	\$10	\$15	N/A

INFORMATION, SOLICITATION & FUNDRAISING TABLE LOCATIONS

Tivoli Student Union:	South Corridor – spaces 1, 2, 3 Atrium – spaces 1, 2, 3
Flagpole:	(Outdoor Locations) West, North, East South
South Classroom:	Lobby – spaces 1, 2, 3
Central Class Room Plaza	(Outdoor Location) Exterior plaza adjacent to entry
North Classroom:	Galleria Lounges – spaces B, C, D
Plaza Building:	1 st floor (one space) 2 nd floor (one space)
West Classroom:	2 nd floor lounge entry (one space)
Central Classroom:	Main floor hallway (one space)
Event Center	Entryway (one space)

OUTDOOR EVENTS/FESTIVALS

Certain outdoor areas, as described in this document, are available for Events and Festivals which are open to the entire Campus Community. Outdoor events and festivals are regulated by the ACES General Conditions of Facilities Use and scheduling policies and procedures. In addition:

1. Specific placement of the event equipment, staging and other activities must be scheduled in advance through the Auraria Campus Event Services Office (ACES) to ensure safe ingress/egress into adjacent facilities, as well as, fire safety access to other parts of the campus. Delivery of equipment and supplies must also be coordinated with ACES, as driving and parking in specific areas is prohibited.
2. Requests for evening events in certain areas may be dependent upon limited lighting availability after dusk. As noted in the General Conditions of Facilities Use, overnight functions are not allowed due to safety and security issues. (Reference the Campus Camping Policy #30).
3. Power availability for outdoor events is very limited. Complete power specifications must be reviewed not less than two weeks in advance of the event with ACES. This will ensure adequate lead time should the sponsor need to rent a generator, etc. Subsequent location of a generator must also be coordinated with ACES to ensure safety and non-disruption of classes, etc.
4. Equipment availability for outdoor events is limited. Excessive equipment requirements (tables, staging, sound equipment, etc.) may entail rental through other sources. It is the responsibility of the sponsor to coordinate their rental needs. The sponsor must then coordinate delivery of these items with ACES.
5. Sale and distribution of food, beverages, and alcohol must comply with campus, city and state regulations. One time festivals/events involving the sale of food as part of the event are considered allowable under the Campus Exclusives Sales & Service Policy #22, when the event is sponsored by an institutionally recognized student organization and/or the Offices of CCD Student Life, MSCD Student Activities and UCDHSC Student Life. In addition, each institution may have additional requirements/limitations on events involving food or alcohol. The sponsoring student organization is responsible for working with their Student Activities/Life Offices and the sponsoring department is responsible for working with their respective Risk Management department to ensure compliance with specific institutional regulations.
6. Due to limited resources and the need to maximize staffing coverage for all events, scheduled outdoor activities may not be scheduled for more than two days within any given month. Further, scheduled outdoor activities must not exceed the scheduled reservation time. Failure to adhere to the scheduled

reservation time (including tear down) may result in the sponsoring organization being charged for additional costs and/or may result in termination of the event (including multiple day events) and/or suspension of future scheduling privileges.

7. As also noted in the General Conditions of Facilities Use, ACES and the Auraria Campus Police may require that adequate security measure be taken to provide protection for event speakers, for persons in attendance at an event, for the Auraria Campus property involved and for the Auraria Campus Community. Sponsors of events are responsible for payment of these costs related to the event. When possible, ACES and the Auraria Campus Police will make every effort to identify and determine these costs in advance of the event. Sponsors may be required to make a security deposit and will be held responsible for additional costs resulting from the event, including but limited to payment for turf damage related to the event, excessive clean up and/or support staffing requirements, etc.
8. Large or complex events, including but not limited to those anticipated to gather a high concentration of people will require that the event be scheduled a minimum of 30 days in advance to ensure proper coordination of event needs, staffing levels, costs identification, etc. Recognized student organizations may also be required to attend a planning meeting held not less than 21 days in advance of the event, at the discretion of their Student Activities/Life Office and/or the Auraria Campus Police. These meetings are intended to allow for maximum coordination and communication to ensure a successful event.
9. To ensure the potential success of each event, while multiple outdoor locations may be utilized for Events/Festivals simultaneously, only one event at a time will be allowed in each specific approved location. Should events be more numerous than the available staffing resources and/or other support resources, those official events sponsored by the institutions will be given priority on a first-come-first-served basis.

Areas available for Outdoor Events/Festivals, include Tivoli Square, 10th Street Mall, (up to the Flagpole) Lawrence St. Mall, North Classroom Lawn, St. Francis Lawn, and 9th Street Historic Park. Due to the proximity of multiple classrooms in the South Classroom Plaza area and the Plaza Building Plaza area, these locations are limited to reservation requests for official functions directly initiated, coordinated and sponsored by the following Departments: Community College of Denver – Office of the President and Office of Student Life; Metropolitan State College of Denver – Office of the President and Office of Student Activities; and the University of Colorado at Denver and Health Sciences Center – Office of the Chancellor and Office of Student Life.

Campus Amplified Sound Guidelines

Additional guidelines apply to those events using amplified sound. All outdoor events on campus using amplified sound will be conducted according to the Campus Amplified Sound Guidelines & Agreement. The goal of the Campus Amplified Sound Guidelines & Agreement is to facilitate an environment that nurtures academic excellence, as well and opportunities for social, cultural and personal development. In order to accomplish this, events using amplified sound will be planned and conducted in a manner which respects all constituents of the campus community and the surrounding areas.

Events using amplified sound must be scheduled through the ACES Office and an additional Amplified Sound Agreement must be signed at the time of placing the reservation. Those events held during class time will have the following location options:

1. St. Francis Lawn (located adjacent to South Classroom)
2. Tivoli Square (located adjacent to the Tivoli & Plaza Building)
3. Flagpole Area* (limited availability due to adjacent academic areas)
4. North Classroom, Bowl (limited availability due to adjacent academic areas)
5. Other location(s) upon request

*Due to the proximity of multiple classrooms in the Flagpole area, as well as, the need to balance the number of events so as to not interfere with the academic schedule, the Flagpole area during the Fall and Spring semesters is limited to reservation requests for official functions directly initiated, coordinated and sponsored by the following Departments: Community College of Denver – Office of the President and Office of Student Life; Metropolitan State College of Denver – Office of the President and Office of Student Activities; and the University of Colorado at Denver and Health Sciences Center – Office of the Chancellor and Office of Student Life. To aid in sound abatement, the Flagpole area requires very specific placement of staging and support equipment.

Events will be located to enhance and maximize student participation in the event. Additional issues of consideration for an amplified sound event will include, but may not be limited to:

1. Adjacent academic classroom activities;
2. Concurrent use of space for other functions;
3. Anticipated attendance numbers;
4. Requested dates and times;

5. Concurrent construction, landscaping activity (including drought conditions); and
6. Auraria Campus Police recommendations.

Amplified sound events may be scheduled during the last two weeks of the Auraria Campus semester at the St. Francis Lawn or the Tivoli Square, only. One sponsor may not schedule both of these locations on the same date during this time period.

Amplified Sound Agreement

The Campus Amplified Sound Agreement requires the following:

1. Signature on the reservation contract of the sponsoring organization/department indicating agreement with the Campus Amplified Sound Guidelines & Agreement;
2. Decibel levels are maintained in compliance with the Denver City Ordinance (70 decibels) and the needs of the academic programs, as well as the co-curricular needs of a viable campus;
3. Times and duration of entertainment/program using amplified sound must be specifically designated;
4. The event must be confined to the designated (reserved) location;
5. Speakers, amplifiers and other equipment will not face classroom building windows, and this equipment will only be set-up according to the acceptable pre-designated location(s) and;
6. A designated representative of the sponsor will be in attendance for the entire duration of the event and will monitor and enforce the sound requirements. ACES reserves the right to consult with the event sponsor for further adjustment of sound levels, if needed.

Notice of Scheduled Outdoor Event and/or Amplified Event

As all Outdoor Events and Amplified Events have the potential to impact all users/departments of the Auraria Campus, a courtesy advisory will be distributed to communicate upcoming outdoor activities. This Advisory will be distributed as soon as the event is confirmed and/or at the time the Amplified Sound Agreement is signed. The Outdoor Event Advisory and/or Amplified Sound Event Advisory will be sent from the ACES Office to:

1. Auraria Higher Education Center Office of the EVPA;
2. The Vice Presidents/Vice Chancellors of CCD, MSCD, UCDHSC Academic Affairs and Student Affairs;

3. Public Relations Offices of CCD and MSCD; the UCDHSC Office of the Associate Vice Chancellor for Faculty Affairs, and the UCDHSC Chief of Staff;
4. CCD Office of Student Life;
5. MSCD Office of Student Activities; and
6. UCDHSC Office of Student Life.

The above mentioned Offices will coordinate further distribution of information, according to their internal guidelines.

SECURITY STAFFING REQUIREMENTS

Special Event Coverage

ACES and the Auraria Campus Police require that adequate security measures be taken to provide protection for event speakers, for persons seeking attendance at an event, for Auraria Campus property and for the Auraria Campus Community. Factors considered in determining security requirements include, but are not limited to:

Nature and purpose of event (dance, speaker, topical international/national/local issues with the potential to generate conflict and/or protests);

Room or area capacity and number of anticipated participants (particularly events drawing large crowds);

Money collected at the door or within the facility and/or presence of valuable property;

Time of the event (events taking place after regular building hours);

Type of advertisement (general public vs. campus population);

History of the event and/or sponsoring organization: and

Student or non-student audience;

Alcohol being served.

Special Social Event

Additional factors may be present in the evaluation of special social events. For the purposes of this policy, a special social event is defined as an activity sponsored, co-sponsored or hosted by a recognized student organization/club of the three academic institutions housed on the Auraria Campus for which the primary purpose is the promotion of social interaction. This may include, but is not limited to, dances and parties. Campus facilities are not available for special social events which are sponsored by off campus commercial or non-profit entities. Student organizations planning special social events must contact their Student Life/Student Activities Offices for assistance.

Appropriate Venue for Special Social Events

Certain facilities on the campus are defined as the appropriate venues for functions of this nature and include the Tivoli Turnhalle, Tivoli Room 320, and the St. Cajetan's Center. Special social events will not be scheduled in any other facilities as they are not conducive to events of this nature.

Policies specific to the use of these facilities shall apply in tandem with the special social events policy.

Event Coverage

All officer or guard coverage must be provided by the Auraria Campus Police department or their designee. The type and number of security officer staff coverage required for an event will be evaluated on an event by event basis based on the above criteria. This coverage will be coordinated in advance with the event sponsor. In general, however, the minimum officer coverage for an event is as follows:

1. Events serving alcohol with an attendance of greater than 100 will require one officer or guard (up to the guidelines of attendance in number 2 below). Length of the event may also impact coverage levels.
2. Large events, including those defined as a special social event (with or without alcohol) held after hours, as well as daytime events which are anticipated to exceed the resources dedicated to ensuring a safe environment on a daily/routine basis. These functions will generally require a minimum of one officer for every 100 people in attendance. These numbers are intended as general guidelines, only, and specific coverage will be established by the Auraria Campus Police in consultation with the event sponsor. The sponsoring organizations will be responsible for paying the per officer/guard hourly rate of all required coverage. Police coverage requires a minimum 30 day notice, with major events requiring additional lead time, depending upon the magnitude of the event coverage necessary.

In these cases, an event planning meeting is required to ensure proper coordination of services and roles. Event planning meetings must take place not less than 21 calendar days prior to the event. The meetings must be attended by the event sponsor, the Campus Police representative, ACES staff, and in the case of student organizations, their faculty advisor and Student Activities/Life representative.

If additional police and security staff are called in to assist staff during an event with event related problems, the sponsor organization will be subject to additional fees and charges.

In some instances, private security companies specializing in social events, may be used at larger events upon approval of the Auraria Campus Police. Only companies, approved in advance by ACES and the Auraria Campus Police may be utilized. Fees for these services will be paid by the sponsoring organization. Outside security may not be used as a substitute of Auraria Campus Police coverage, and private security will be limited to non-police activities which must be under the command of the Auraria Campus Police. Outside law enforcement officers are not allowed to work at on-campus events, unless approved in advance by the Auraria Campus Police.

Utilization of non-police event volunteers is encouraged, however, their use will not reduce the number of officer/guard coverage required by the Auraria Campus Police. Volunteers

must be unarmed and should be responsible, reliable and commit to work the duration of the event. Recommended use of volunteers includes basic crowd control, entrance door duties and enforcement of house rules. Volunteers must be identifiable by a distinctive clothing item. Auraria Campus Police will perform tasks and functions related to law enforcement, security and safety, only.

Other Charges

While the Auraria Campus maintains 24 hour security at all times, the Campus is unable to accept responsibility of displays, vehicles, and/or merchandise in the Auraria Campus facilities or on the Campus grounds. If additional security is needed or desired to monitor exhibits, etc., arrangements may be made to provide security staff coverage at the prevailing rates.

General Conditions

The sponsoring individual or group must assume responsibility for compliance with all state and municipal laws, institutional policies and Campus policies. An act which interferes with the rights of others, disrupts the normal functioning of the Campus, damages property, or endangers health or safety is grounds for suspension or dismissal from the Campus and/ or removal from Campus property. In addition, such actions may also be the basis for criminal charges by law enforcement authorities. Persons refusing to vacate premises upon request are subject to immediate suspension of activities, and arrest under applicable municipal and state laws.

SPECIAL EVENTS INVOLVING ALCOHOL

Certain facilities on the Auraria Campus are designated as non-public spaces for the purpose of consuming liquor, wine, or beer (alcoholic beverages). Any sale, distribution or consumption of alcoholic beverages in any other locations, except as provided for under specific license, is prohibited. Alcohol is generally not allowed in any common areas of the buildings. The attached chart specifies the approved Campus locations where alcohol may be sold and/or distributed.

All events involving the sale or distribution of alcohol require the sponsor to obtain all licenses and/or permits, and provide a minimum of fourteen (14) business days notice with the ACES Office. Additional notice time may be required if the event fits other special event criteria regarding lead time requirements (i.e., large major events, those involving coordination of police coverage with 21 days notice, etc.).

When an event provides or sells alcohol, the sponsor (whether individual, club, organization or department) accepts an increased degree of liability and responsibility for the event and the behavior of their guests. The sponsor further assumes responsibility for ensuring that persons under 21 years of age are not served alcoholic beverages.

A Campus Alcohol Service Permit for distribution or sales must be obtained from the ACES Office (or from the King Center Administrative Office of the King Center). For events involving the sale of alcohol, a Campus Permit will not be issued prior to the sponsor obtaining and providing evidence of appropriate approvals from the City.

Procedures

The following policies must be adhered to and will be considered in addition to those outlined in the Security Requirements & Special Social Events section for events falling within those categories.

1. The alcohol consumption must be confined to the reserved facility/area. Alcohol may not be brought into an event, nor taken out of the defined scheduled area. Certain events may be required to have certified servers and/or bartenders (Check with ACES staff for requirements). All alcohol must be served by persons at least 21 years of age.
2. If alcohol is to be sold, it must take place in an approved campus location, only. The sponsor is responsible for applying and obtaining the appropriate Special Events License from the City and County of Denver, when appropriate or required. (Note that the approval process takes approximately 45 days. The ACES Office will not provide final approval for use of the space until documentation has been provided which indicates that the necessary approvals have been secured from the City & County). Alcohol is considered "sold" at an event when admission is being charged, servings are sold, or a collection is taken prior to the event. A copy of the

application, as well as, the final approved permit must be provided to the ACES staff in advance of the event.

3. For certain events involving the sale or distribution of alcohol, Campus Police Officer or Security Officer coverage may be required (see the section on Security Staffing Requirements). Such factors may include size of the event, public/non-public, nature, after hours, etc. The sponsoring organization is responsible for paying the hourly fee associated with these officers/security staff.
4. For all events sponsored by a recognized student organization involving the sale or distribution of alcohol, the faculty/staff advisor (or a full time professional staff member designated by the Student Activities/Life Directors) is required to monitor the entire function. The advisor will be required to co-sign the Campus Alcohol Permit and will acknowledge agreement to attend the function. Failure to have the advisor present throughout the function will result in the alcohol service not being commenced and/or service being ceased. Student organizations are required to check with their respective Student Activities/Life Offices for additional requirements of their Institution. Departments are responsible for adhering to their institutional requirements via their risk management department, etc.
5. A variety of non-alcoholic beverages (other than water) must be provided. Food must be provided at all events serving alcohol.
6. Last call for any event selling or distributing alcohol must take place 45 minutes before the scheduled end time. Alcohol service must cease 30 minutes before the scheduled event end time.
7. In some instances, additional insurance coverage may be required for an event. This requirement will be coordinated at the time the reservation request is submitted.
8. Within the Tivoli Student Union, special approval may be obtained for private events involving alcohol in the programmable lounge areas. These special approvals should be requested through the ACES Office. The North Classroom Galleria is available for special use of Institutional Programs (when classes are not in session). Special approval is obtained through the ACES Office. These specially approved events will be governed by the above noted policies. Within the facilities of the King Center, specific areas, with special approval, may be used for private events that involve alcohol. Special approval is requested through the King Center Administrative Office.

Reference: Auraria Higher Education Center Administrative Policy #25, October, 2001
Campus Permit to Serve/Sell Alcoholic Beverages: Appendix D

ALCOHOL SERVICE VENUES

Facility	On Campus	Off Campus	Free	Sell	Special Condition
E. Gallery	Yes	No	Yes	No	Art exhibit openings, invitations/free, only. No sales or admission fees.
Events Center (Green Room)	Yes	No	Yes	Yes	Requires a City issued special permit for sales.
Fields (Playing)	Yes	Yes/No	Yes	Yes	For major special events, only (not allowed for regular sports functions, such as soccer, baseball, etc.). Subject to special approval.
Golda Meir	Yes	No	Yes	No	Invitation/free, only. No sales or admission Fees.
King Center	Yes	No	Yes	No	Allowed in the performing arts portion of the building only. Alcohol is not allowed in Academic areas. Alcohol is subject to approval.
Library Courtyard & Room 212	Yes	No	Yes	No	For private events sponsored and affiliated with the Library only.
1020 9 th Street	Yes	No	Yes	No	Invitation/free, only. No sales or admission fees.
1041 9 th Street	Yes	Yes	Yes	Yes	Faculty Club: Licensed for beer & wine service. Use by an off campus group (for after hours functions) must be sponsored by the Faculty Club's contracted caterer. No other use is allowed.
9 th St. Park St. Francis Lawn	Yes	No	Yes	No	Invitation/free, only. No sales or admission fees.
Parking Lots	Yes	No	Yes	Yes	Requires special approval. Requires a City issued special event permit for sales.
St. Francis	Yes	Yes	Yes	Yes	Requires a City issued Special Event Permit for Sales.
St. Cajetan's	Yes	Yes	Yes	Yes	Requires a City issued Special Event Permit for Sales.

All other alcohol uses are prohibited by State policy and Law.

EVENTS AFTER HOURS

For the purposes of scheduling, events are considered to be scheduled “after hours” if they exceed the time frame of the traditional building activity hours. These hours are noted below:

Monday thru Friday	Event reservation time beginning before 7:00 A.M. and ending after 10:00 P.M.
Saturday	Event reservation time beginning before 7:00 A.M. and ending after 6:00P.M.
Sunday	All hours

Events scheduled outside of these regular activity hours require a minimum of fourteen (14) business days to the ACES Office. Additional notice time may be required if the event fits other special event criteria regarding lead time requirements (i.e., large major events, required police coverage, etc.).

Student organizations with functions outside of regular activity hours will be required to have their faculty/staff advisor present for the function.

In the occurrence that an event is scheduled during after hours periods, an additional charge may be assessed to all users as outlined in the “Campus Facility and Service Charges” section.

SPECIAL EVENT PARKING

In order to accommodate the many diverse patrons of the Auraria Campus (students, faculty, staff, visitors, etc.) and to insure adequate parking for special event attendees, special event parking is available in Visitor Lots and/or Daily Fee Lots. For your convenience, the ACES staff will provide directional maps for distribution.

Special Event parking permits may also be purchased from the ACES Office (at the prevailing rate) for specified lots for those sponsors wishing to pay for their attendees parking. All other attendees will be charged the per vehicle rate upon exit or entry from parking lots.

Due to the necessity to provide parking for students and visitors of the Auraria Campus, parking lots are generally not available for scheduling as a site of special event activities.

CATERING INFORMATION

The Auraria Campus features a variety of caterers who are authorized to provide services within the buildings and on the Campus grounds. This approach has been selected in order to allow users of the Campus facilities to have multiple catering options. Food or beverages served in the Auraria Campus facilities must be provided by one of these endorsed caterers (no other caterers will be allowed to serve within the conference facilities). In the Tivoli Student Union, on weekends non-Campus caterers may be allowed provided a premium room charge is paid by the sponsor. Check with the ACES office for details on this option.

Exceptions to this exclusive option include commercial Student Auxiliary lease holders who wish to cater within their leased space; existing Tivoli restaurant lease holders who cater within their leased space or at special functions outside their space which are intended to promote their particular business (subject to approval); recognized student organizations, Student Activities/Student Life Offices and official departments, which involve an attendance of less than 35 and as provided in the "Turnhalle" section noted below.

At the time of placing the reservation request, notify the ACES staff of the type of catering planned (i.e., banquet, reception, light breakfast, etc.). The staff will provide information about the designated caterers and contact phone numbers, etc.

Consult with your caterer regarding necessary lead time for major banquets set-ups, etc. Scheduling of additional time to allow for catering set-ups and clean-ups may be required dependent upon the nature of catering services. The client scheduling the room will be responsible for any additional charges associated with holding the room extra time for catering set-up and clean-up. Failure to schedule extra set-up and clean-up times will result in the client being charged accordingly, and may result in additional penalty fees if the set-up or clean-up disrupts other scheduled events.

When scheduling catering services:

Student organizations must work in conjunction with their Student Activities/Life Offices to provide proper paperwork prior to the event.

Notify your caterer of the specific room reserved for the function (as well as, date, start time, and end time).

PROVIDE YOUR Reservation Number TO THE CATERER.

Plan the menu and price options. Review policies regarding alcohol service (when applicable).

Discuss additional set-up and clean-up requirements.

Contact the ACES Office immediately if additional time is needed.

Be sure to review any special features of your event that may be helpful to the caterer (serving times, planned program breaks, etc.).

Discuss other aesthetic needs of your event, including tablecloths, floral arrangement, etc.

Turnhalle

The Turnhalle is a unique facility which can be utilized for a variety of functions attracting a large number of attendees. As a primary site for student fundraisers and special social events, the Student Activities/Life Offices may schedule functions with special catering allowances.

Recognized student organizations and the Student Activities/Life Offices which schedule the Turnhalle for open campus events may be exempt from the exclusive catering option, provided the following conditions apply:

1. Food items are to distributed, not sold.
2. Food items are limited to single serving, pre-packaged chips, pretzels, crackers, and candy or other items as approved by the Director of Student Auxiliary Services or their designee.
3. Beverages are limited to single canned, single serving sodas, ice teas, and fruit drinks. Glass bottles are not allowed.

Organizations wishing to serve alcohol under the above guidelines must abide by existing alcohol and security requirement policies. Request to provide alcohol through sources other than the approved caterers must be proposed, in advance, to the ACES Office. The Director of Student Auxiliary Services or their designee will consider the proposal provided that at a minimum, the following conditions apply:

1. Only beer will be considered. Other forms of alcohol will not be considered under this option.
2. Beer is provided by a commercial distributor or business (donated or purchased).
3. The organization provides an adequate number of certified bartenders, from the selected list of caterers, the commercial providers, or administrative permanent staff of the sponsoring institution. The sponsoring organization remains responsible for ensuring that underage persons are not allowed to consume alcoholic beverages.
4. All other alcohol, security, event services, and campus policies will be enforced.
5. The sponsor agrees to abide by all Auraria Campus, Denver City and County (excise and license), State and Federal rules and regulations.

6. Any required licensing or associated fees are the responsibility of the sponsoring organization.

PEACEFUL ASSEMBLY ON THE AURARIA CAMPUS

Auraria Campus persons or organizations planning assemblies on the Auraria Campus must coordinate their activities and plans in advance through the Auraria Campus Events Services Office (ACES). This coordination is requested so as to prevent disruption of normal Campus activities and avoid endangering the health or safety of persons or damage to property.

The sponsoring individual or group must assume responsibility for compliance with all state and municipal laws, and institutional and Auraria policies. Assistance from staff is available to plan such events, and the Auraria Campus Police may be requested or required to help with traffic or crowds.

An act by demonstrators which interferes with the rights of others, disrupts the normal functioning of the Campus, damages property, or endangers health or safety is grounds for suspension or dismissal from the Campus and/or removal from Campus property. In addition, such actions may also be the basis for criminal charges by law enforcement authorities. Demonstrations are prohibited inside any campus building, classroom facility, or in any instance which interferes with educational functions or other scheduled activities. Demonstrators refusing to vacate premises upon request are subject to immediate suspension of activities, and arrest under applicable municipal and state laws.

General Conditions

Location:

Recognized Campus organizations or departments may utilize designated outdoor event facilities by scheduling these areas in advance with the ACES Office, and must abide by the policies for these areas (reference the “*Outdoor Events/Festival*” policy and the “*Reserved Space for Information, Solicitation and Fundraising*” policy). These areas are available by reservation only.

The Amphitheater area, located adjacent to the Plaza building, has been designated as the area for use by recognized Campus individuals, organizations and departments. It is not available for use by off-campus organizations or individuals. This area does not allow for setting up of tables, booths exhibits, etc. (reference the sections on “*Outdoor Events/Festivals*” and “*Reserved Space for Information, Solicitation and Fundraising*” for information on these types of activities).

Groups or individuals that have not reserved the Amphitheater area may be asked to reschedule based on the Campus’ availability to safely support the event, and/or to ensure non-interference with other previously scheduled activities.

Amplification:

Amplified sound of any kind is not allowed in the Amphitheater area, due to the adjacency of classrooms. All other reservable areas for Campus organizations are governed by the Amplification section of the “*Outdoor Events/Festivals*” Policy.

LITERATURE DISTRIBUTION

Free distribution of Literature (not posting)

Free distribution of literature by recognized campus student organizations or departments is permitted outside of buildings, provided that the distribution does not disrupt or interfere with normal or previously scheduled activities of a particular place or building, and unrestricted ingress and egress to and from buildings and the unencumbered use of sidewalks and/or streetways is maintained.

Free distribution of literature by off-campus organizations or individuals is permitted under the same conditions, provided that the off-campus organization or individual is sponsored by a recognized student organization or institutional department and the distribution does not disrupt or interfere with normal activities of that place or building, and unrestricted ingress and egress to and from buildings and unencumbered use of sidewalks is maintained. Sponsored off-campus organizations or individuals are limited to not more than five days per semester.

Sale of Literature

Sale of literature is permitted only under those conditions noted in the policy titled, *“Reserved Space for Information, Solicitation and Fundraising.”*

General Conditions

For both free distribution of literature, or the sale of literature, the following conditions will apply:

1. The publisher, editor, author, or distributor of any literature distributed on campus shall be adequately identified on the materials distributed.
2. Use of vending machines for distribution of literature is prohibited.
3. Leafletting inside any buildings is prohibited.
4. Leafletting of vehicles in parking lots/parking areas is prohibited. (Reference the Campus Signage Policy #27 for additional information on posting and advertising.)

TIVOLI STUDENT UNION FACILITY PROFILES

Set-Up	Sigi's Cabaret Room 140	Turnhalle Room 250	Salomon Room 317	Endlich Room 322	Senate Chambers Room 329
Banquets					
Rectangle	48	375	N/A	N/A	50
Rounds	60	330	N/A	N/A	60
Theater Style	50	600	N/A	N/A	50
Conference Style	18	N/A	12*	8*	24
Classroom Style	36	N/A	N/A	N/A	30
Reception Style	125	700	N/A	N/A	100
Disabled Access	Yes	Yes	N/A	N/A	Yes
Restrooms	Interior (Same Floor)	Exterior (Same Floor)	Yes	Yes	Yes
White Board	Portable	Portable	Exterior (Same Floor)	Exterior (Same Floor)	Exterior (Same Floor)
Projection Screen	Built-In	Portable	None	Yes	Portable
Internet/Wireless Access	N/A	Yes	None	Yes	Built-In
Head Table Seating Capacity	For 9	For 12	N/A	N/A	Yes
			N/A	N/A	For 12
Special Features/Considerations	Outside entrance Historic Ambience Lighting not evenly distributed	Historic facility with windows, balcony, large stage, and good lighting. Special equipment available – Piano (ground level – NOT ON STAGE) APPROVED SPECIAL EVENT VENUE	*Permanent Set-Up NO CHANGES Birch tables. May be disrupted by large events in adjacent lounge.	*Permanent Set-Up NO CHANGES Very private meeting space Oak table with Formica inlay.	Brick Walls Historic tall tower within room Priority scheduling for Student Government, SACAB, and clubs

TIVOLI STUDENT UNION FACILITY PROFILES

Set-Up	Baerrsens Ballroom Room 320 ABC	Baerresen Ballroom Room 320 AB or BC	Baerresen Ballroom Room 320 A, B, or C
Banquets			
Rectangle	180	120	120
Rounds	160	90	90
Theater Style	280	150	70
Conference Style	42	42	36
Classroom Style	144	84	36
Reception Style	300	200	100
Disabled Access	Yes	Yes	Yes
Restrooms	Exterior (Same Floor)	Exterior (Same Floor)	Exterior (Same Floor)
White Board	Portable-2	Portable	Portable
Projection Screen	Built-In	Built-In	Built-In
Internet/Wireless Access	Yes	Yes	Yes
Head Table Seating Capacity	For 12	For 12	For 12
Special Features/Considerations	Large meeting room divisible into 3rds. Has a lounge area that serves as a pre- function space. Built in sound system but not suitable for bands. APPROVED SOCIAL EVENT VENUE.	Special Equipment Available (for use in A, B, C): Piano Mixer Sound System (May require hiring a technician)	

TIVOLI STUDENT UNION FACILITY PROFILES

Set-Up	Adirondacks		John Good	LoRaine Good
	Room 440	Room 540	Room 442	Room 444
Banquets				
Rectangle	60	36	36	60
Rounds	60	90	40	80
Theater Style	75	N/A	40	50
Conference Style	24	N/A	24	30
Classroom Style	30	N/A	24	36
Reception Style	150	100	75	75
Disabled Access	Yes	Yes	Wheelchair (Via Lift)	Wheelchair (Via Lift)
Restrooms	Interior (Same Floor)	Interior (Same Floor)	Exterior (Different Floor)	Exterior (Different Floor)
White Board	Portable	Portable	Portable	Portable
Projection Screen	Portable	Portable	Yes	Portable
Internet/Wireless Access	N/A	N/A	N/A	N/A
Head Table Seating Capacity	For 12	N/A	For 6	For 6
Special Features/Considerations	Beautiful historic room with large windows, horseshoe balcony, copper kettles & other copper/glass features./ Special equipment available – Piano, Mixer sound system. May require a technician. Sounds limitations due to restaurant below. Visual media presentations may be difficult because room cannot be darkened.		Built in serving bar Adjacent semi-private outdoor patio Cozy setting	Beautiful glass atrium, lots of light Some sight lines may be blocked by pillars Visual media presentations may be difficult because room cannot be darkened.

TIVOLI STUDENT UNION FACILITY PROFILES

Set-Up	Reitze Room 542	Zenith Room 640	Burghardt Room 642	Executive Center Room 740
Banquets				
Rectangle	N/A	72	N/A	N/A
Rounds	N/A	80	N/A	N/A
Theater Style	N/A	75	N/A	N/A
Conference Style	16*	30	12*	12*
Classroom Style	N/A	54	N/A	N/A
Reception Style	N/A	125	N/A	N/A
Disabled Access	Yes	Yes	No	No
Restrooms	Exterior (Different Floor)	Interior	Exterior	Exterior
White Board	Yes	Portable	None	None
Projection Screen	Yes	Portable	Yes	Yes
Internet/Wireless Access	N/A	N/A	N/A	N/A
Head Table Seating Capacity	N/A	For 12	N/A	N/A
Special Features/Considerations	*Permanent Set-up – NO CHANGES Side serving counter. Large oak conference table with upholstered chairs, and great view of downtown Denver. May be disrupted by events scheduled in adjacent room (440/540)	Brick walls. Great ambience with a lot of windows and natural light Difficult to access for large groups. Sound/Power limitations. Large bands are not appropriate for this space.	*Permanent Set-Up NO CHANGES Lots of windows and natural light and a nice corner view of campus. Restrooms cannot be accessed on same floor if another event is in session. May be disrupted by events in Room 640 NOT WHEELCHAIR ACCESSIBLE.	Secluded retreat style space with custom-made large oak conference table and separate break-out rooms.

EVENT CENTER PROFILES

Set-Up	Conference Room 202	Lobby	Green Room 220
Banquets			
Rectangle	N/A	150	100
Rounds	N/A	150	N/A
Theater Style	N/A	300	100
Conference Style	12 (permanent set-up)	42	N/A
Classroom Style	N/A	90	N/A
Reception Style	N/A	350	200
Disabled Access	Yes	Yes	Yes
Restrooms	Exterior (Same Floor)	Exterior (Same Floor)	Exterior (Same Floor)
White Board	Yes	Portable	N/A
Projection Screen	Portable	Portable	N/A
Internet/Wireless Access	N/A	N/A	N/A
Head Table Seating Capacity	N/A	For 12	For 6
Special Features/Considerations	There are 10 extra chairs in the room. Meetings may be distracted by classes/noise from the lobby area.	Limited availability due to academic, recreational & athletic priorities.	Very limited availability due to academic, recreational & athletic priorities functions which take place in the adjacent gym.

ST. CAJETAN’S CENTER & ST. FRANCIS CENTER FACILITY PROFILES

Set-Up	St. Cajetan’s Center	St . Francis Center
Banquets		
Rectangle	180	72
Rounds	180	150
Theater Style	300	80
Conference Style	42	30
Classroom Style	100	30
Reception Style	325	200
Disabled Access	Yes	Yes
Restrooms	Interior	Interior
White Board	Portable	Portable
Projection Screen	Portable	Portable
Internet/Wireless Access	N/A	N/A
Head Table Seating Capacity	For 12	For 12
Special Features/Considerations	Beautiful facility with stained glass windows and stage area. Music and theatrical events may be limited due to adjacent academic activities.	Attractive hall with 30 foot live ficus trees growing inside. Best suited for banquets and receptions but can accommodate lectures & meetings.. Visual presentations may be difficult because room cannot be completely darkened.

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Campus Exclusive Sales & Service Policy

Policy

The Auraria Higher Education Center (AHEC) has entered into agreements with leaseholders and contractors to provide goods and services for students and staff on the Auraria Campus. Leaseholders and contractors pay AHEC for the official authorization to do business on campus property. These payments are committed to the Student Facilities Bond Fund to supplement support for student facilities and activities and to minimize increases in student facility fees. AHEC Student Auxiliary programs are authorized to sell/provide goods and services on campus as well. All profits from these programs are committed to the Student Facilities Bond Fund.

Sales of any kind are allowed only at pre-designated locations authorized by AHEC's Student Auxiliary Services Administration by way of official lease, contract or short term reservation agreement. Door to door or roaming sales are strictly prohibited on campus.

Campus departments and divisions have the right to buy from AHEC's Student Auxiliary programs (Campus Book Store, Campus Print Shop and Copy Center Outlets, etc.), and the official leaseholders and contractors, using State funds when there is no exclusive State Price Agreement covering that item.

Institutionally recognized campus student organizations often sell items intended to promote their student organization at one time special events. These sales are not in conflict with AHEC policy as long as they do not provide goods or services (either individually or through partnering with an outside commercial enterprise) that are in conflict with the goods or services of current official leaseholders, contractors and/or AHEC's Student Auxiliary programs.

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Campus Book Store

The Campus Book Store has the sole and exclusive right to sell on the campus the following products:

1. New & used text books (including the buy back process of used text)
2. Course materials (course packs, course audio tapes, course CD's, language tapes/CD's, art supplies)
3. Books (general reference books, leisure books, paperback books, fiction books, workbooks, etc.)
4. School logo items (class rings, soft goods, gifts & other novelties)
5. Computers, computer software, associated peripherals & calculators (staff & student personal use)
6. Other merchandise ordinarily rented or sold in college book stores

Campus Print Shop & Copy Center

The Campus Print Shop and Copy Centers have the sole and exclusive right to sell/provide on the campus the following:

1. Printing services (binding, graphics and print production)
2. Copy services and related retail copy machines (including self-serve/coin operated machines)
3. Course pack production (for resale in the Campus Book Store or Copy Centers)

Campus Student Auxiliaries

The Campus Student Auxiliary Departments further has the sole and exclusive right to provide on the campus:

1. Official campus photo identification cards (and subsequent provision of RTD pass identifications per the RTD contract)

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2. General Child Care services (not related to academic instructional programs)
3. Game room/pool hall operations
4. Special event/conference support and coordination services

Official Leaseholders & Contractors

Official leaseholders and contractors have the sole and exclusive right to sell/provide on the campus the following general categories:

1. Arcade machines/automated amusement machines
2. Vending services (food, beverages, snacks, personal products, phone cards, etc.)
3. Field research market centers (for profit)
4. ATM machines and services
5. Restaurant services/Food operations (including sit down service, fast food, carts, etc.)

It should be noted that these official leaseholders and contracted services may change from time to time. A current list of goods and services is available from AHEC's Student Auxiliary Services Administrative Office. Specific restrictions regarding additional exclusivity may exist within the Tivoli Student Union facility, only.

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Policy #24 Valet Parking	Page 1 of 2
Approved: October, 2001	

Policy

The Auraria Campus is host to many special events sponsored and/or organized by Campus constituents, as well as other campus guests. For those events that may have a desire for valet parking services, Auraria has established a valet parking policy/procedure recognizing that valet parking when well planned, may contribute to the success of an event.

In the interest of creating a pedestrian safe environment and balancing the social and academic aspects of campus life, while keeping traffic flowing and minimizing delays, the following areas have been designated as authorized valet areas:

- 9th Street Circle (at Walnut) adjacent to the Tivoli;
- Lawrence Way Circle on the South side of the King Center

At no time will valet drop off/pick-up, or vehicle access be allowed via pedestrian sidewalks or right of ways.

Procedures

To ensure that parking will be available for an event, the event sponsor must contact the Facility Coordinator (of the reserved venue) and the Transportation Manager of Parking and Transportation Services NOT LESS THAN 7 BUSINESS DAYS in advance of the proposed event. Certain events with special needs may require a longer lead-time. The ability of Parking to accommodate requests will be determined by the event nature, time, number of attendees and other special event activities taking place in the area. Due to this wide range of daily events and the high demand for parking availability for students and academic needs, all valet parking events are subject to approval from the Director Parking and Transportation Services.

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Additional procedures include the following:

1. The event sponsor must contract directly with a valet company of their choice to provide the services (following approval for valet activity from the Facility Coordinator and the Transportation Manager). The event sponsor must further coordinate all valet arrangements and details with the valet company. The valet company must provide a designated representative who will be the valet contact during the event. The valet company must follow all Campus Police and Parking directives. In the circumstance of a large or unusual event, the valet company may be required to meet in advance with the Transportation Manager. The valet company must be licensed and properly insured, in order to conduct business on Campus property.
2. When having an event with valet services, the event sponsor is further responsible for contacting in advance, all parties who may be impacted by the service. This includes, but is not limited to, notifying Campus Police, departments, classes or other campus events affected by this request.
3. Placement and wording of valet and related directional signage must be approved in advance by the Facility Coordinator and the Transportation Manager to ensure safe entrance/exit to facilities, as well as, fire safety access to the campus. Parking Services may provide signage for a nominal fee.
4. Traffic barricades and cones needed to ensure that the valet system functions must be rented from Parking Services. Parking Services will determine the number and placement of barricades, as needed for the valet plan.

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Policy #25 Special Events Involving Alcohol	Page 1 of 3
Approved: October, 2001	

Policy

Certain facilities on the Auraria Campus are designated as non-public spaces for the purpose of consuming liquor, wine or beer (alcoholic beverages). Any sale, distribution, or consumption of alcoholic beverages in any other locations, except as provided for under specific license, is prohibited. Alcohol is generally not allowed in any common areas of the buildings. The attached chart specifies the approved Campus locations where alcohol may be sold and/or distributed.

All events involving the sale or distribution of alcohol require the sponsor to obtain all licenses and/or permits, and provide a minimum of fourteen-business days notice with the appropriate Campus scheduling office. Additional notice may be required if the event falls within other special event criteria regarding lead time requirements (i.e., large major events, etc.).

When an event distributes or sells alcohol, the sponsor (whether individual, club, organization or department) accepts an increased degree of liability and responsibility for the event and the behavior of their guests. The sponsor further assumes responsibility for ensuring that persons under 21 years of age are not served alcoholic beverages.

A Campus Alcohol Service Permit for distribution or sales must be obtained from the appropriate scheduling office. For events involving the sale of alcohol, a Campus Permit will not be issued prior to the sponsor obtaining and providing evidence of appropriate approvals from the City (see below).

Procedures

The following policies must be adhered to (and will be considered in addition to those outlined in the “Special Social Events Policy” for events falling within this category).

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1. The alcohol consumption must be confined to the reserved facility. Alcohol may not be brought in to an event, nor taken out of the defined scheduled area. Certain events may be required to have certified servers and/or bartenders (Check with the facility scheduler for requirements). All alcohol must be served by persons at least 21 years of age.
2. If alcohol is to be sold, it must take place in an approved Campus location, only. The sponsor is responsible for applying and obtaining the appropriate Special Events License from the City and County of Denver, when appropriate or required. (Note that the approval process takes approximately 45 days. The campus scheduling offices will not provide final approval for use of the space until documentation has been provided which indicated that the necessary approvals have been secured from the City & County). Alcohol is considered “sold” at an event when admission is being charged, servings are sold, or a collection is taken prior to the event. A copy of the application, as well as, the final approved permit must be provided to the facility scheduler in advance of the event.
3. For certain events involving the sale or distribution of alcohol, Campus Police Officer or Security Officer coverage may be required (see Police Services Policies/Procedures). Such factors may include size of event, public/non-public, nature, after hours, etc. The sponsoring organization is responsible for paying the hourly fee associated with these officers/security officers.
4. For all events sponsored by a recognized student organization involving the sale of distribution of alcohol, the faculty/staff advisor (or a full time professional staff member designated by the Student Activities/Student Life Directors) is required to monitor the entire function. The advisor will be required to co-sign the Campus Alcohol Permit and will acknowledge agreement to attend the function. Failure to have the advisor present throughout the function will result in the alcohol service not being commenced and/or service being ceased. Student organization are required to check with their respective Student Activities/Student Life offices for additional requirements of their Institution.

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5. A variety of non-alcoholic beverages (other than water) must be provided. Food must be provided at all events serving alcohol.
6. Last call for any event selling or distributing alcohol must take place 45 minutes before the scheduled end time. Alcohol service must cease 30 minutes before the scheduled event end time.
7. In some instances, additional insurance coverage may be required for any event. This requirement will be coordinated at the time the reservation request is submitted.
8. Within the **Tivoli Student Union**, special approval may be obtained for private events involving alcohol in the programmable lounge area. These special approvals should be requested through the Tivoli Conference Services scheduling office. The **North Classroom Galleria** is available for special use of Institutional programs (when classes are not in session). Special approval is obtained through the Events Center scheduling office. These specially approved events will be governed by the above noted policies. Within the facilities of the **King Center**, specific areas, with special approval, may be used for private events that involve alcohol. Special approval is requested through the King Center Administration office located in Room 248.

Note: This policy supersedes all other Auraria Campus policies related to events involving alcohol.

CAMPUS PERMIT TO SERVE/SELL ALCOHOLIC BEVERAGES

Reservation Number: _____ **Application Date:** _____

Event: _____ **Date:** _____

Location: _____ **Time:** _____

Sponsored: _____ **Attendance Expected:** _____

Type of Beverage: _____ **Open to Public:** _____

I understand that alcoholic beverage consumption for this event must be confined to the scheduled facility and that I assume responsibility for ensuring that persons under 21 years of age are not served alcoholic beverages at this event. In addition, I understand that I assume responsibility of ensuring that persons who are visibly impaired or intoxicated are not served. I further understand that alcoholic beverages must be dispensed from areas designated by the Auraria Higher Education Center. I will comply with all Auraria Higher Education Center, State of Colorado and City of Denver regulations and conditions regarding the sale of serving of alcoholic beverages, including that servers must be at least 21 years of age. Signatures below indicate agreement to attend the duration of the function.

Sponsor's Representative _____
Print Name Signature Date

Faculty/Staff Advisor _____
(when applicable) Print Name Signature Date

Address _____

Phone (w) _____ (h) _____

**THIS PERMIT MUST BE AVAILABLE FOR CAMPUS POLICY INSPECTION
FOR THE DURATION OF THIS EVENT.**

Permit Approval _____
Scheduling Office Signature Title Date

CC: Campus Police

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Policy #27 Campus Signs	Page 1 of 7
	Approved: February 19, 2003
	Revised:

Campus Sign Policy

Intent

The intent of this policy is to establish the role signage plays in creating an effective, consistent, orderly, high quality campus environment conducive to a collegiate atmosphere as described in the campus master plan. Signs can greatly impact the aesthetic values of any campus. They have an impact on students, faculty, staff, the community, and visitors. The policy establishes a process to ensure campus signage of all types is of high quality and in accordance with the goals and objectives of the campus master plan. The policy outlines the campus sign guidelines below which can be improved and further refined over time.

These Auraria Campus Sign Guidelines will provide specific design elements that will be required for the majority of signs including but not limited to signs for campus entries monuments, buildings, interior non-assignable public spaces, exterior gathering spaces, kiosks, directional signs, maps, parking lots, RTD, and permanent events. All signs must meet the requirements set forth in the Auraria Campus Sign Guidelines.

Definitions

For purposes of this policy, the term “sign” or “signage” applies to those objects which convey the following types of information:

- Identification of physical features such as roads, entrances, building, parking lots and structures, and pedestrian circulation
- Direction to or from campus destinations for vehicles and pedestrians
- Posted bulletins, maps, event information
- Parking bicycle, skateboard, or other related regulations
- Advertising
- Donor Recognition

Outward orientation of any sign means public off-campus view.

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Policy #27 Campus Signs	Page 2 of 7
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	Revised:

Guidelines

1. All signs should be the minimum size necessary to meet their original intent.
2. Any variations from these guidelines must be approved by the Division of Facilities Planning and Use, and if denied by the Division, then appealed to the Campus Planning Council.

Retail Commercial Signage

1. Retail commercial signs may only be located in discrete spaces where the retail commercial venues operates. This includes areas such as the Tivoli, the Event Center, sports/recreation fields, areas of public events, dining areas, and vending carts.
2. Commercial signage is not allowed within the Lawrence Street Pedestrian Way, at campus entries, or any other primary academic use zone within the campus.
3. Commercial signage may not be oriented “outward” toward the community.

Banners/Special Events

1. Each event wishing to display signage must get approval from the Division of Facilities Planning and use prior to display. Banners or signs which do not have Division approval may be removed from the site.
2. Event banners are allowed as long as the signs are oriented “inward” toward the campus. Banners may be located “outward” from campus only when approved by Facilities Planning and Use, or if appealed, the Campus Planning Council.
3. Event signs are temporary in nature and have a time limitation associated with their use. Banners left displayed beyond the approved time will be removed and destroyed. If this occurs more than once, future signage requests by the offending party or group may be denied by the Division of Facilities Planning and Use.
4. Non-approved flyers (or other similar signage) are prohibited unless located on designated kiosks and general use campus bulletin boards. Kiosks are located near the Plaza and Central Classroom Buildings.

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	Revised:

Marquees

1. Marquees must be oriented “inward” toward campus.
2. Marquees are allowed for special events when warranted and in locations adjacent to student activities and athletic events. Specific sites are those surrounding the Tivoli Student Union, the King Center, and the Event Center.

Commercial/Corporate Sponsorships

1. The name and/or logo of commercial or corporate event sponsors may appear on event signage allowed under the Marquee and Special Events sections above if the application is associated with a short term, temporary request only.
2. These may not be visible from a public off-campus roadway.
3. The display of corporate or commercial signs is limited to the duration of the event.

Donor/Gifts with Signage Requests

1. In the event there is a request for a sign by a donor, the request will be forwarded to Facilities Planning and Use for review. The review will occur in cooperation with the Campus Planning Council and the Auraria Executive Director.
2. Donor recognition signage must be in compliance with the Campus Master Plan. A complete description and schematic design is required for permanent signage.
3. Any donor/gift that includes signage must seek and receive separate approval from the Campus Planning Council or be part of the building design and construction review.

Kiosks and Bulletin Boards

1. Event promotion and/or advertising of any sort may be located on campus kiosks or non-departmentally designated general bulletin boards.

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Street Signs

1. Street signs will be consistent with the Campus Sign Guidelines, and be in accordance with federal, state, and local regulations.

Buildings

1. Signs will be in accordance with the Campus Sign Guidelines and Architectural Guidelines.
2. New signs must be approved by the Campus Planning Council as part of the building design approval process.
3. Building signs must improve the way-finding on campus.

Temporary Signs

1. Construction signs or any other temporary signs must comply with the Campus Sign Guidelines.
2. Construction signs must be easily readable by campus patrons.
3. Temporary signs for special events must also comply with sign guidelines.
4. When it appears temporary signs and location can be reused, the campus will require movable sleeves or other reusable attachment devices to be incorporated into the display system.

Pedestrian and Bikeways

1. Smaller scale pedestrian and bikeway signs must be incorporated into the hierarchy and way-finding philosophy of the city and the campus Master Plan to help the transition of patrons from City walks and bike lanes in and out of the campus.
2. Signs must be consistent with the City bikeway system.
3. Signs must follow the Campus Sign Guidelines and use the campus logo. The use of the campus logo helps mark where the campus begins and ends.

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Parking

1. Signage for parking operations is governed by Campus Sign Guidelines.
2. Parking signage will have distinct characteristics specific to parking operations.

Maps

1. Campus maps and their display are owned by AHEC and under the jurisdiction of the Division of Facilities Planning and Use.
2. Location and type of maps are defined in the Campus Master Plan, Architectural Guidelines, and Campus Sign Guidelines

Other

1. Other types of signage not mentioned above, will require a case-by-case approval by either Facilities Planning and Use, or upon appeal, the Campus Planning Council.

Application/Exemption

The sign policy is applicable to all signage for the Auraria Higher Education Center Campus. However, upon the recommendation of Facilities Planning and Use, and with prior Campus Planning Council approval, the following types of signage MAY be exempt from this policy.

1. Regulatory signs such as those governed by the Department of Motor Vehicles, or the Department of Transportation.
2. Off-site properties and program locations such as the Dravo Building and 1380 Lawrence.
3. Existing signs, prior to the new Campus Sign Guidelines, are NOT automatically grandfathered into acceptance and MAY be required to conform to this new policy.

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Policy #27 Campus Signs	Page 6 of 7
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Procedure/Approvals

All requests for new signage, including temporary signage, must be submitted to the Division of Facilities Planning and Use. Signage application forms are available at Facilities Planning and Use located at 1056 9th Street Park. The phone number is (303) 556-8376.

Installation and Maintenance – As part of every request, a complete description of the plan for installation, operation and maintenance of the sign over its life-cycle is required. This is an important factor in determining the sign’s approval. Contact Facilities Management for early consultation to help determine the most appropriate way to ensure the proposed signage is of high quality.

Facilities Planning and Use will determine if the sign request complies with this policy. Upon approval the sign may be posted.

In the event of disapproval by Facilities Planning and Use the applicant may, within 10 days of notification of disapproval, appeal to the Campus Planning Council. The Campus Planning Council meets on a monthly basis and shall determine its procedures in hearing signage request appeals. To contact the Planning Council call (303) 556-8376.

Step 1 - Applicant prepares application and attaches any supporting information such as photos or examples that clarify the request.

Step 2 – Acquire appropriate Departmental/Institutional approval. For example, authorization to use official institutional logos or seals should be acquired from the appropriate institution’s public relations office.

Step 3 – The applicant submits materials to the Division of facilities Planning and Use for consideration.

Step 4 – Facilities Planning and Use reviews and approves or disapproves the application. Applicant may appeal disapproval to the Campus Planning Council within 10 days.

Step 5 – The applicant, after approval, coordinates with AHEC Facilities Management for installation, maintenance (and removal, when applicable).

Step 6 – The applicant will arrange for removal within the timeline established in the application.

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References

Auraria Campus Sign Standards at Facilities Management
Auraria Campus Master Plan at Facilities Planning and Use
Auraria Naming Policy at EVPA with Board Policies
City of Denver Comprehensive Plan

**Auraria Higher Education Center
Facilities Planning and Use**

Signage Request

Applicant Name: _____ Date: _____

Department: _____

Dept. Address: _____

Phone: _____ Fax: _____ E-Mail: _____

Dates of Event/Function: _____

Length of Time for Display: _____

Special Event/Name of Function: _____

Location of Sign: _____

Description of Sign:

Type: _____ Color: _____

Scale: _____

Movement: _____

Sign Verbiage:

Installation, Operation and Maintenance Plan:

Departmental Approval: _____ Date: _____

Facilities Management Reviewed? Yes No

Reviewed By: _____ Date: _____

FPU Approval: _____ Date: _____

CPC Approval: _____ Date: _____

Comments:

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Policy #30 Camping Policy	Page 1 of 1
Approved: May 18, 2004	

Policy

Auraria campus facilities and grounds shall not be used for camping, regardless of the duration or purpose of the use. Camping shall be defined as the use of Auraria campus facilities or grounds for living accommodations or housing purposes such as overnight sleeping or making preparations for overnight sleeping (including the laying down of bedding for the purpose of sleeping), the making of any fire for cooking, lighting or warmth, or the erection of use of tents, motor vehicles, or other structures for living or shelter. These activities constitute camping when it reasonably appears, in light of all the circumstances, that the participants conducting these activities are intending to use or are using the facilities or grounds for living accommodations or housing, regardless of the duration or other purpose of the use.