

Office of University Events
Event Processes & Procedures



METROPOLITAN
STATE UNIVERSITYSM
OF DENVER

Index:

Intro: Overview of Event Spaces and Capacities

- a. Student Success Building spaces
- b. Aerospace and Engineering Sciences Building spaces
- c. Building hours
- d. Business hours

Additional Information for Requesting Event Space

- A. Requesting Event Space
 - A. After hours and weekends
 - B. Student Organizations
 - C. Tri-Institutional
 - D. Space Fees
 - E. Changes and Cancellations
 - F. Event Space Requests
 - G. Processing Time Frame
 - H. Request Time Frame
 - I. Walkthrough
 - J. CAVEA
 - K. Additional Event Spaces
 - L. Building Tour Requests
 - M. ADM Facilities Policy | <https://temp.msudenver.edu/policy/policylibrary/policiesa-z/facilities-use/>
- B. Event Preparation and Conclusion
 - A. Equipment from Auraria Campus Event Services (ACES)
 - B. Equipment from an External Vendor
 - C. Access, HVAC and Lighting
 - D. Custodial
 - E. Films
 - ✓ AHEC Student Filming Permit Form
 - F. Photography
 - G. Security
 - H. Rental of Rowdy Mascot
 - I. Event Space Layout
 - Human Resource Policy
- C. Event Safety
 - A. Overall Event Safety
 - Building Code
 - Emergency Guide
 - B. Amplified Sound
 - ✓ Amplified Sound Agreement
 - C. Exterior Events
 - ✓ ACES Event Application
 - Staking
 - Delivery of Equipment
 - External Power Source Safety
 - Electricity
 - Water Access
 - Grills
 - Sprinklers
 - Containers
 - Food Trucks

- Sidewalk Usage
- D. Interior Events
 - Décor
 - Event Waste Disposal
- E. Damage and Repairs
- F. Alcohol Safety and Consumptions
 - ✓ Alcohol Permit
- G. ADA Compliance
- H. Event Parking
- I. Solicitations

- D. Historical Data
 - A. File Location
 - B. Instructions

Custodial Procedures for Large or High-Profile Events

- a. Student Success Building spaces
- b. Aerospace and Engineering Sciences Building spaces
- c. Building hours
- d. Business hours

Related Documentation:

- Event Details (Section I. J. 3.)
- AHEC Student Filming Permit Form (Section II. D.)
- Emergency Procedures (Section III. A. 5.)
- Sound Agreement (Section III. B.)
- ACES Event Application Form (Section III C.)
- AHEC Alcohol Permit (Section III. F.)

Thank you for choosing the *Jordan Student Success Building* and/or the *Aerospace and Engineering Sciences Building* for your event! Please read the following Processes & Procedures to ensure that you and your guests have the best possible experience while attending an event at MSU Denver.

EVENT SPACES

JORDAN STUDENT SUCCESS BUILDING (JSSB):

Level 1:

- Main Lobby (capacity: 150)
- Roadrunner Tour Room (capacity: 25; *after 5 p.m. usage only*)
- Student Lounge (capacity: 35; *after 5 p.m. usage only, student orgs. are an exception*)
- Exterior Patio
- Exterior Lawn

Level 2:

- Mezzanine (capacity: 50; availability limited)
- Classrooms (capacity: 24-35; *to schedule contact the Department of Facilities at (303)-615-1699 or email facilities@msudenver.edu)*
- SSB classroom 200, 202-215 (capacity: 24-35)
- Classroom Corridor (***information table usage only***)

AEROSPACE AND ENGINEERING SCIENCES BUILDING (AES):

Level 1:

- Forum (capacity: 65; ***Mon- Thurs. after 5 p.m. usage only, academic lectures exception, Fri 8 a.m-5 p.m.***)
 - Academic courses wanting to reserve this space for class must go through the Office of the Registrar to book this space.
- Gallery (interior Lobby) (capacity: 24)
- Exterior Plaza (exterior patio)

Level 2:

- Classrooms (*to schedule contact our Office of University Events at (303)-615-1699 or email facilities@msudenver.edu)*
- *Regular Classrooms: 240 and 295*
- *Hybrid Classrooms (Lab and class): 210, 220, and 285*

Level 3:

- Reading Room (capacity: 25; ***Mon.-Thurs. after 5 p.m. usage only & Friday 8-5 p.m.***)
- Classrooms (*to schedule contact the Department of Facilities at 303-615-1699 or email facilities@msudenver.edu)*
 - Regular Classroom: 385

Building Hours:

Building hours reflects the hours the building's exterior doors are unlocked. Building hours change every semester, depending on the academic course schedule. Auraria Higher Education Center (AHEC) sets building hours.

Business Hours:

Business hours are Monday- Friday, 8:00 AM- 5:00 PM; these are the hours that offices and departments are open. At 5:00 PM, every office and department close, and their doors automatically lock; and the third and fourth floors of SSB and AES have limited access.

ADDITIONAL INFORMATION

1. Room capacities are based on standing room only. Different event setups may influence ratios.
 - Capacities are established by fire and safety code, in conjunction with room configurations. To assure the safety of all in attendance at events, the Department of Facilities and Auraria Campus Police have the right to restrict access if it is deemed that the designated capacity has been exceeded.
2. For a venue space that is larger than we can provide, please contact Auraria Campus Event Services (ACES) at acesmaindesk@ahec.edu or 303-556-2755.
3. Requests are processed on a first come first serve basis.
4. MSU Denver regular business hours are 8:00 AM- 5:00 PM, Monday through Friday. Each semester Auraria Higher Education Center sets building hours dependent on course schedules. Please see the Department of Facilities [website](#) for updated building hours.
5. Note: External organizations and groups are not allowed to use MSU Denver facilities or grounds for any events unless affiliated with, or sponsored by a MSU Denver department, staff and faculty, or student organization.

I. REQUESTING EVENT SPACE

- A. After hours and weekend events:
 1. Due to limited resources and the need to maximize staffing coverage, events taking place outside of normal business hours (8:00am – 5:00pm, Monday – Friday) will need additional approval by the Department of Facilities.
- B. Student Organizations:
 1. Student organizations can reserve space at MSU Denver. Student organizations must be approved through Student Activities. If the Department of Facilities has any questions regarding the authenticity of an organization, we reserve the right to confirm registration through Student Activities- Roadrunner Link. [Roadrunner Link](#)
 2. The Processes and Procedures apply to Student Organizations when reserving space.
- C. Tri-Institutional Requests:
 1. Tri- Institution requests follow the same Processes and Procedures as departments and student organizations within MSU Denver.
- D. Fees:
 1. Currently, there is no charge for using the SSB or AES building space.
- E. Changes/ Cancellations:

1. Note that albeit rare, there may be circumstances where an institutional representative may administratively cancel or relocate a scheduled event, or series of events, for any reason they deem worthy. Every effort is made by the Department of Facilities to ensure that such a move is to a similar space and that adequate information is provided about the move on a timely basis to the scheduling client.
- F. Event Space Requests:
1. Requests can be submitted through the online [Room Request Form](#)
- G. Processing Time Frame:
1. **The Office of University Events may experience a high volume of requests depending on the time of year and/or semester. Please allow up to 4 business days for a response to your request.**
- H. Request Time Frame:
1. Requests must be submitted at least **two weeks** prior to the desired event start date.
- I. Walkthrough Information:
1. Once the request is processed, a mandatory walkthrough needs to be scheduled a minimum of **10 business days** prior to the event.
 2. Event Liability Form
 - a. Event Liability form will be emailed to the client 1-2 days before the scheduled walkthrough.
 - b. Client will need to review the information before the walkthrough.
 - c. During the walkthrough the Event Coordinator will go through the form with the client as well as the expectations for the space.
 - d. If the client approves of the information on the form the client will then digitally sign on iPad.
 - e. The Event Coordinator and Department of Facilities Manager will then sign off on the form.
 - f. Signed form will be emailed to client for their records. A copy will also be included in the updated calendar invitation to the client.
 - g. Event will not be approved, and confirmation not given until Event Liability form has been signed by client.
 3. Once the walkthrough is completed, the client will receive an AHEC confirmation number, which allows clients to place orders for any additional equipment needed through ACES. Refer to section II. A. 1, regarding additional equipment.
 - a. **If the client is late or fails to attend the walkthrough without notifying the Office of University Events your event request will be canceled. If your event is canceled due to being late or a no show the client must restart the request process from the beginning. There is no guarantee that the space, date or time will still be available.**
 - b. The Department of Facilities does not supply any additional event equipment.
- J. CAVEA - Center for Advanced Visualization and Experiential Analysis
1. CAVEA books space for their clients directly
 - a. Contact CAVEA directly at 303-615-0015 or [book online here](#).
 2. CAVEA team enters event into the Event Management System (EMS)

- a. This ensures your event is being tracked and the AHEC police Department will be notified of an after building hours/ weekend event.
3. CAVEA informs Facilities of an event **2 weeks** prior to event date
 - a. Send filled out [Event Details](#) form to Facilities
 - b. This will ensure HVAC, lighting and access is scheduled for the event.
4. Office of University Events enters event into SSBL100 calendar on Outlook, attaches completed Event Details form and invites CAVEA team member
 - a. This assists Facilities to track event details
5. Office of University Events enters a workorder for after building hour/ weekend events.
 - a. Place workorder number into SSBL100 Event Details
 - b. This also helps the building engineer track all requests for specific HVAC, lightings, and access.
6. Facilities will contact Auraria Police Department to schedule building sweep at event conclusion.
 - a. Leader of Patrol Units/Jason Mollendor/Jason.Mollendor@AHEC.edu
 - b. A building sweep ensures that the building is clear and safe for faculty, staff, and students
7. Office of University Events will finalize event details with CAVEA
8. Office of University Events will follow-up with building engineer regarding workorder request

Note: If event details change that impact HVAC, lighting, and access, please contact the Department of Facilities.

K. Additional Event Spaces:

1. If you are looking to book the Administration building Atrium, please contact ACES.
 - a. If the event involves a department and students within the Admin building, the space can be used during business hours (8:00AM- 5:00PM)
 - b. If the event does not involve a department or students within the Admin building, it must take place outside of building hours.
2. If you are looking to book a conference room in the SSB or AES building, you can refer to the [Department of Facilities website](#) to find the direct contact for the preferred room.
 - a. You can check conference room availability by opening Outlook calendar, clicking "Open Calendar" in the tool bar, then "open shared calendar".
 - For example, "SSB303" or "AES414"
 - b. This will allow you to see the conference room availability, but not to book the room. You can then use the reference sheet on the website to call the necessary contact and book the room.
 - You may also invite the conference room to a meeting, just like inviting an attendee. If you see a conference room is available, and you have created the meeting in your personal calendar, you can invite the room by clicking "invite attendee" and typing in the room name.

L. Building Tour Requests

1. All tour requests need to follow the event space request process and time frame (Refer to section I. H.).

II. **EVENT PREPARATION AND CONCLUSION**

A. Equipment needed from ACES

1. If the event requires additional equipment rentals such as tables, chairs, audio/visual, podiums, trash, and recycling bins, etc. Contact ACES at 303-556-2755 or at acesmaindesk@ahec.edu.
 - a. Tables are \$5.00 each (outdoor and Atrium event spaces) and \$1.50 each (everywhere else). The first 5 tables are free.
 - b. Chairs are \$1.50 each (depending on if you are internal or external groups). The first 50 are free.

B. Equipment required from an external vendor

1. If ACES cannot provide the necessary equipment, contact a third-party vendor for equipment (tents, specialty furniture, linens, etc.). It is the client's responsibility to arrange for equipment delivery / equipment setup prior to the event and equipment pickup/ cleanup following the conclusion of the event.
2. Coordinate with the Office of University Events regarding delivery and pickup of any external equipment.

C. Access, Lighting and HVAC

1. Event requests may require additional access, HVAC, and lighting to MSU Denver buildings depending on the date, location, and time of the event.
2. The Office of University Events will submit a work order request and work directly with the Building Engineer to make sure access, HVAC, and lighting is programmed.

D. Custodial

If there is additional trash or waste from the event, it is the client's responsibility to dispose of the waste properly. It is not custodial responsibility to pick-up after their event. If trash is left overflowing or in a space, charges will be incurred to that department for the removal. Trash cans and recycle cans for outdoor events are provided by ACES.

If the client has spills from their event, the client needs to clean the spill as best as they can then inform the Event Scheduling Coordinator, who will assess the spills and/or stains and reach out to custodial.

E. Filming/Recording

1. When filming is required to take place on campus, the same steps would be taken as scheduling an event. The [Office of University](#) would want to make sure the space is available, meet with the client, and schedule a walkthrough.
2. The client is also required to complete the [AHEC Student Filming Permit Form](#). Once completed they will turn the form into the Office of University Events and ACES (acesmaindesk@ahec.edu).
3. If the filming involves a political topic, the Office of University Events would contact Marketing and Communications for further steps.

F. Photography

1. When photography is requested to take place on campus, the same steps would be taken when scheduling an event. The Office of University Events would want to make sure the space is available, meet with the client, and schedule a walkthrough.
2. The client is also required to contact the Photography and Print Manager in University Communications and Marketing

G. Security

1. The Department of Facilities may require that adequate security measures be taken to provide protection and safety for persons in attendance at an event and for the protection of campus property.
2. It is the client's responsibility to reserve security either through Auraria Campus Police Department or a Third Party.
3. **Note:** Please inform the Office of University Events who will be providing security and when.

H. Rental of Rowdy Mascot

1. If you need to schedule Rowdy for your respective events you can now email: Rowdy@msudenver.edu to submit that request.

I. Event Space Layout

1. Existing furniture must be placed into its original layout following event conclusion.
 - a. In accordance with the **MSU Denver Human Resources policy**, no department, organization, or individual can rearrange, move, or relocate any heavy furniture located within any MSU Denver event space.
 - b. If the event requires furniture to be removed from a space for the duration of an event, your department and/ or organization will be required to contact a Third-Party vendor.
 - c. If utilizing classrooms, please ensure the same number of desks are in the room as prior to the event also make sure they are back in the original format.
 - d. If utilizing the Mezzanine and need the game tables removed, please notify the New Student Orientation office at least 24 hours in advance at [303-615-0770](tel:303-615-0770).
2. Note: Clients that repeatedly have noise complaints and/or property damage, may become ineligible to use MSU Denver event spaces in the future.
 - a. Charges may incur to fix and/or repair damages to the facilities.

III. **EVENT SAFETY**

A. Overall Event Space Safety

1. MSU Denver space may not be used for any activity that impedes the flow of pedestrian or vehicle traffic across campus or access to any MSU Denver buildings. Any activity that defames, is obscene, incites violence or threatens physical harm will not be permitted. Those using MSU Denver Facilities assume responsibility for compliance with all Federal, State, and local laws.

2. The Internal Building Code- Fire and Life Safety established room capacities, in conjunction with room configurations.
3. At no time can building entrances, exits, stairways or elevators be blocked by event traffic or event set-up.
4. For hallway corridors, please be sure that there is at least five feet of walkway space available.
5. **Emergency Procedures:**
 - a. For overall event safety, please refer to our [Emergency Procedures](#) for information regarding emergencies and evacuation plans within MSU Denver buildings.
 - b. Evacuation maps for AES, HLC, JSSB, and RAC can be found here: [EVAC Maps](#)

B. Amplified Sound

1. For events involving amplified sound, please keep in mind that:
 - a. Events using amplified sound (microphones, speakers, etc.) in public spaces are required to submit a [Amplified Sound Agreement](#) to the Office of University Events at least one week prior to your event.
 - b. The sound level should be kept at a level that does not disturb activities and instruction in nearby buildings.
 - c. MSU Denver staff reserves the right to request that sound levels be lowered or turned off without the approval of the Department of Facilities.

C. Exterior Events

For any event taking place on the outdoor space (JSSB Patio, JSSB Exterior Green and AES Plaza) , please complete the [ACES Event Application Form](#) and send it to the Office of University Events at least one week prior to your event.

1. Staking:
 - a. Staking on grass of any kind is prohibited. Staking damages, the irrigation system and results in punctures and leaks.
 - b. If your event requires a tent(s), please arrange with equipment vendors to use water barrels or drums as an anchoring alternative.
 - c. If you have additional questions regarding staking, you can contact the Event Scheduling Coordinator.
2. Delivery of Equipment:
 - a. Placement of event equipment must be communicated to the Office of University Events during the walkthrough of the space. This ensures proper access and safety measures to all surrounding facilities. Delivery of equipment will be coordinated with Office of University Events, as direct access to exterior spaces is not permitted.
 - b. Please refer to section II. B. 1. for additional information regarding equipment from third party vendors.
3. External power source safety:
 - a. When running extension cords, cables, or wires across any surface where foot or vehicle traffic is going to occur, please use durable tape or a plastic cord cover to prevent tripping hazards.
 - b. If your outdoor event requires power, the Office of University Events will need to know the watts and volts of any equipment being plugged into an MSU Denver building.

- i. It is the client's responsibility to contact the vendors to receive this information regarding equipment.
 - ii. If the client fails to inform the coordinator that equipment will be plugged in and the circuit breaks, it is the Department's responsibility to cover any costs.
 - c. Note: The Department of Facilities will not provide these materials for you.
4. Electricity:
 - a. If your event requires access to electricity, please coordinate with the Office of University Events during the walkthrough. The coordinator will show you where proper outlets are located for exterior events. Refer to section III. C. c. regarding safety.
5. Water Access:
 - a. If your event requires access to water, please coordinate with the Office of University Events during the walkthrough. The Department of Facilities can schedule a staff member to be on site when water is needed to ensure proper access.
 - b. The client will need to provide a hose to properly receive the water.
6. Grills:
 - a. Grills must be situated a minimum of 100 feet away from the building. Ensure the grill is placed on a hard surface such as sidewalks with a heat resistant protective material or covering underneath that would catch any grease spill or leakage.
7. Sprinklers:
 - a. If the event is taking place on the JSSB Green, the Office of University Events will communicate with AHEC Grounds to have the sprinklers turned off the day of the event. It may also be necessary to have them turned off the day before to allow the grass to dry.
8. Containers:
 - a. No glass containers are permitted on the exterior event space.
9. Food Trucks:
 - a. All food trucks must be approved by MSU Department of Facilities and entered in EMS as an event by the client.
 - b. Per the State of Colorado Insurance Requirements all food trucks are required to provide Commercial General Liability, Worker's Compensation Liability, and Automobile Liability insurance coverage and limits as specified by MSU Department of Facilities, including an additional endorsement that names MSU Department of Facilities as an additional insured party. The acceptance process takes up to ten business days upon submission of all the appropriate documents.
 - c. **Food Truck location:** Loading dock area between AES and JSSB building. Trucks should be parked on the AES side next to the short cement wall where the three (3) parking spaces are located.
 - i. Food Trucks are not to be parked in the pathways as they are considered fire lanes
 - ii. Signage will be placed via MSU Denver road cones and signs prior to the food truck arriving so the client is aware of where the drive needs to be.

- iii. Click on the link to see a map where the food truck is to be parked and the fire lane routes for the campus.
 - A. Food Truck location map (See yellow highlighted area on map) [Food Truck Location Map](#)
Emergency Vehicle Route [Emergency Vehicle Access Map](#)
- iv. If client is willing to pay \$25 per meter to have AHEC bag parking meters then Facilities will allow food trucks in the parking lot

10. Sidewalk Usage:

- a. For any questions regarding the use of sidewalks (chalk, tabling, or other events), please contact Auraria Higher Education Center (AHEC) at 303-556-3260.
 - i. Chalking is allowed on the sidewalks only and must use traditional chalk not spray chalk.

D. Interior Events

1. Décor:

- a. For all events, do not tape or hang any materials from the walls, ceilings, or windows (i.e.: event signs, advertisements, etc.). If you have questions, please contact the Office of University Events.
- b. 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 during the walkthrough.

E. Damage and Repairs:

- 1. Clients are responsible for the cost of any damage or repairs to property and/or facilities, which might occur with a scheduled event.
- 2. Complaint Form (filled out by facilities if there is a complaint by someone on an event).

F. Alcohol Safety/ Consumption:

- 1. For events involving the sale and/or distribution of alcohol, please contact complete the [Alcohol Permit](#) at send it to the Office of University Events and ACES at least one week prior to your event.
- 2. For additional information regarding alcohol safety, please refer to [Administrative Policies and Procedures](#)

G. ADA Compliance

- 1. For disability support services, please contact the Access Center at [303-556-8387](tel:303-556-8387)

H. Cash Transactions

- 1. Standard Auraria Campus Police Department (ACPD) policy is if there is cash handling at an event, it is required to schedule officer coverage.
- 2. ACES will assess whether ACPD will be required.

I. Event Parking

- 1. The Office of University Events does not provide parking passes or discounted parking on the Auraria Campus for any event.

2. For all parking questions, please contact AHEC Parking and Transportation at 303-556-2000.

J. Solicitations

1. No reservations for solicitation or vending will be processed for set-up in an MSU Denver building.

CUSTODIAL PROCEDURES FOR LARGE OR HIGH-PROFILE EVENTS

1. The Office of University Events will submit a work order request via the CleanTelligent app or website **the day before** the event to ensure that the requested area(s) are clean and ready for use. This will include having restrooms cleaned, trash containers emptied, etc.
2. If the client needs to have custodial service for the entire event, the following steps will need to be taken a **minimum of two weeks before the event start date. (This should be discussed during the walkthrough)**
 - a. Client will request this service. This will be charged to the client as this is an extra service provide by the custodial company
 - b. The client and Office of University Events will determine the timeframe that services will be needed
 - c. The Office of University Events will reach out to the Facilities Manager via email with details of the event. The Facilities Manager will then take that information and request a quote from the custodial services.