

Reservation Policy

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, place, and manner. Off-campus organizations and persons may not use Campus facilities and grounds for any events or activities, unless affiliated with or sponsored by one of Auraria's constituent institutions or as expressly permitted by these policies.

The CMEI staff will make every effort to assign organizations to their requested space when a specific room is desired. However, in order to ensure the potential success of all meetings and events held the MSU Denver identity-based spaces, CMEI reserves the right, in consultation with the event sponsors, to assign an event or activity to a room that is most appropriate for the capacity and type of event or activity being planned.

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

1. Availability of room.
2. Appropriateness and general feasibility of the room for specific use.
3. Potential conflict with other activities (conflicting sound, crowd volume in common areas, etc.).

There may be circumstances, albeit rare, that a scheduled event or series of events must be moved from a previously scheduled space. Every effort will be made by CMEI 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 party. CMEI, while committed to making every effort to accommodate a moved event, has no liability in such case that alternate space cannot be found for a moved event.

The Executive Director or designated members of CMEI in consultation with appropriate constituent representatives, may administratively cancel any program, conference, or event at any time for reasons they deem warrant such action, including but not limited to unlawful activity, misrepresentation, inappropriate use of facilities, safety concerns, etc.

The policies in this document shall be read and applied in conjunction with all campus- wide policies, including, but not limited to: Campus Exclusive Sales & Services Policy, Special Event Involving Alcohol Policy, Campus Signage Policy, and Camping, Smoking, and Weapons policies. Please refer to those policies for details.

Violation of any of the policies contained herein, will subject the client to TERMINATION of the event and/or suspension of scheduling privileges for one semester or more depending on the severity of the violation (excluding summer), and/or additional charges.

PROCEDURES FOR SCHEDULING FACILITIES FOR EVENTS AND MEETINGS

All reservations for MSU Denver identity-based spaces shall be coordinated through the CMEI Office, located in Room 305 of the Tivoli Student Union (303-615-0606) or by email at: cmei@msudenver.edu

Room reservations will be granted on a first come, first served basis through the submission of the Qualtrics form. While the CMEI staff will assist with the reservation process, it is helpful to have gathered the following information before filling out the survey:

1. Which identity-based space is desired (CMEI Lounge in JSSB 237 or JSSB 209 classroom).
2. Date and time of the proposed meeting or event.
3. Sponsoring group name.
4. Complete name, phone numbers and address of responsible party, and faculty/staff advisor name and number.
5. Type of event.
6. Estimated attendance.
7. Catering services required.

The client will receive a “completed” confirmation only after all details are arranged and verified. Space is not guaranteed, and the event may be precluded from proceeding until a “completed” reservation is issued.

Reservations must be completed not less than 24 hours before the start of the event. Any changes within 24 hours require CMEI’s Executive Director approval and may accrue additional charges.

GENERAL CONDITIONS OF FACILITIES USE

General Conditions

MSU Denver identity-based spaces may be scheduled by recognized student organizations and campus departments. When the facilities are scheduled, the individual and/or the group must accept certain conditions of use as follows:

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. The event sponsor understands that if it is determined that the event has been misrepresented, the event may be canceled.
3. Accept responsibility for operating costs (which includes, but is not limited to, non-routine clean-up, security, etc.) and for reimbursing MSU Denver for damage to property or facilities, which might occur in connection with the scheduled activity.

4. Ensure that all promotional materials and advertising of events involving the use of MSU Denver identity-based spaces shall identify the individual or group that is the original and primary sponsor of the event. All groups involved in the funding of the events also need to be identified and follow posting guidelines and policies.
5. Take all reasonable steps to ensure that the function in the scheduled facilities complies with agency, local, state and federal regulations and laws.

MSU Denver 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.

General Guidelines

1. MSU Denver identity-based spaces 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 departments for educational, charitable, nonprofit organizations or on-campus organization purposes or for programs presented for members of the Campus Community.
2. The MSU Denver identity-based spaces will be available to reserve from 3 p.m. to 6 p.m., Monday through Thursday, for the remainder of the Spring 2024 semester (May 10, 2024).
3. "Event" end times may not be scheduled beyond 6:00 p.m., unless previous arrangements have been made with the CMEI team. This is considered to be the maximum end time/vacate time of an event (meaning all attendees must leave the area at this time). 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. (Please refer to Campus Camping Policy).
4. 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 CMEI staff. Decorations, displays or exhibits which require flame or water cannot be used in any Auraria Campus facility. Decorations must meet minimum safety standards. The use of hay or other dry tinder is also prohibited. Glitter, confetti, and aerosol sprays are not permitted. Any craft projects must have appropriate table and floor covering to prevent damage. All decoration materials must be removed immediately following the event.
5. All special effects for events must be discussed and approved in advance by CMEI staff. In general, smoke and fog machines are not allowed. CMEI 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.
6. Events including clean-up and band equipment tear down must fall within the scheduled reservation time.
7. 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, CMEI and Auraria Campus Police have the right to restrict access if it is deemed that the designated capacity has been exceeded.

8. 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.
9. In order to maximize safety, ingress/egress and technical needs such as power, etc., the CMEI staff may determine specifics of set-up needs. During the period of use, exit doors must not be fastened and/or obstructed so that doors cannot be readily opened from the inside.
10. Certain events will require additional Liability Insurance Coverage which lists the Auraria Higher Education Center and MSU Denver as additional insured, 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.
11. Those who qualify to schedule the use of the MSU Denver identity-based spaces 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.
12. CMEI 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 MSU Denver property involved and for the Auraria Campus Community. Sponsors of events are responsible for these costs related to the event. When possible, CMEI 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. CMEI and the Auraria Campus Police may require other restrictions to participation or observing an event based on conditions that are present at the time of the event. These restrictions may include banning of items such as backpacks or large bags/purses etc. or requiring passage through metal detectors, other types of discovery, etc. enforcement of reasonable dress code requirements, and other such requirements as deemed necessary to ensure the safety of events on campus.
13. CMEI 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 snowstorm in which the area intended to be utilized is covered with snow, or property damage is imminent due to wet conditions.
14. Due to safety and ingress/egress issues, exhibits and displays are not allowed in common area hallways of buildings.
15. When planning events on campus, it is important to plan for individuals with disabilities that may attend the event. Planning should consider accessible parking, pathways, restrooms, evacuation routes, and appropriate access for individuals who may have visual, auditory, or mobility

impairments. It is important to provide prior notification informing individuals of how they may request accommodations for an event. Include a statement at the foot of the event announcement informing individuals of who to contact in order to request an accommodation. Each student organization is responsible for determining and providing approved accommodations for each of their individual events.

CAMPUS FACILITY AND SERVICE CHARGES

1. Charges, in addition to standard rental rates, may be assessed to users for events requiring special facilities, equipment, room set-ups, police or security staff, and/or custodial services or support staff.
2. Charges will be assessed directly to the client/organization for damages, extra clean-up, or unscheduled security support needs.
3. Failure to pay any charges associated with the use of the MSU Denver identity-based spaces will result in the loss of privileges for the client/organization.
4. Recognized Student Groups and Departments may not reserve space for other organizations to provide access to MSU Denver property or for the purpose of lower rates. The organization or department who holds the reservation must be primarily responsible for planning, implementing, and financing the event.
5. Contracting individual/groups shall be responsible for the individual and collective conduct of persons attending the event.

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 CMEI Staff will work with the respective student organization to determine the appropriate actions.

LATE CANCELLATION

Student organizations, departments and off-campus groups that cancel 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. Campus Police fees, etc.), when applicable. In the event that equipment is lost, stolen or damaged, the client will be liable for replacement and repair costs.

PEACEFUL ASSEMBLY ON THE AURARIA CAMPUS

The Auraria Campus acknowledges and respects the rights of individuals or groups to gather on public property for the purpose of peaceful assembly.

Peaceful assembly is defined as any purposeful gathering on campus common exterior property by one or more persons whose conduct is peaceful and is in accordance with the campus rules, policies, procedures and laws including the Campus Weapons Policy, State of Colorado laws and rules with respect to weapons, and other policies outlined in this and other campus policies. Peaceful assembly includes but is not limited to; meetings, speeches, debates, demonstrations, marches, vigils, rallies, protests and similar meetings or gatherings that do not threaten or violate policies and rules, interfere with the administration or conduct of campus business or normal campus functions, regular schedules, or events, infringe on the rights of others, endanger the health or safety of others, or damage or destroy property.

An act by persons engaged in such assemblies 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. Such assemblies are prohibited inside any campus building, classroom facility, or in any instance which interferes with educational functions or other scheduled activities. Persons refusing to vacate premises upon request are subject to immediate suspension of activities, and arrest under applicable municipal and state laws. Students or student organizations will be held to the standard of the Code of Conduct at their respective institutions if any standards in the code are violated during the assembly.

Recognized student organizations or campus community members at large should work with their Student Activities/Student Life Offices and the Auraria Campus Events Services Office (ACES) to ensure proper coordination. Other persons or organizations planning assemblies on the Auraria Campus are strongly encouraged to work with a campus entity, either a student organization or a recognized institutional department. Further, other persons or organizations are strongly encouraged to 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. Non-campus community members should register with ACES prior to engaging in peaceful assembly-type activities and to assure that other activities will not be impacted.