

Reservation Policies and Procedures for MSU Denver Identity Based Spaces

PROCEDURES FOR SCHEDULING IDENTITY-BASED FACILITIES FOR EVENTS AND MEETINGS

In an effort to provide dedicated space for identity-based student organizations for their meetings, events, and endeavors, CMEI has secured JSSB 209 (classroom) and JSSB 237 (CMEI Lounge) for use by identity-based organizations. This space is available from 3 p.m.-6 p.m. Monday-Thursday. Please read through this document which serves as notification of policies and procedures related specifically to these spaces. The policies and procedures listed here are in addition to or in support of existing CMEI Student Organization policies, Auraria Higher Education Center policies, and MSU Denver Code of Conduct.

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.). The Peaceful Assembly Policy for Auraria indicates that protest gatherings are prohibited in academic buildings to prevent interruption to academic services.

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.

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 no less than 24 hours before the start of the event. Any changes within 24 hours require CMEI’s Executive Director approval.

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 MSU Denver’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. 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.
6. 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.
7. 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.
8. 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.
9. 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.
10. Per the Auraria Higher Education Center policy on Peaceful Assembly, the identity-based spaces discussed in this policy may not be used to host a protest. The space may be used to prepare for or plan a Peaceful Assembly that follows the AHEC guidelines.
11. 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.

12. Due to safety and ingress/egress issues, exhibits and displays are not allowed in common area hallways of buildings.
13. It is important to provide prior notification informing individuals of how they may request accommodations for an event. Please include a statement at the foot of the event announcement informing individuals how to request accommodations, including whom to contact. Each student organization is responsible for determining and providing approved accommodations for each of their individual events.

CAMPUS FACILITY AND SERVICE CHARGES

1. Use of these specific identity-based spaces is free for recognized student organizations that are classified as identity-based. Damages, extra clean-up, or unscheduled security support needs may result in charges being assessed directly to the student organization.
2. 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 student organization.
3. 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.
4. Contracting individual/groups shall be responsible for the individual and collective conduct of persons attending the event.

CANCELLATION FEES: Non-cancellation/non-use

1. 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.

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 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, Peaceful Assembly 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.