

For Office Use Only:

Received \_\_\_\_\_

Processed \_\_\_\_\_

**Room Reservation Request Form  
Sturm College of Law  
University of Denver**

**Attachment to Sturm  
Law Building Usage & Reservations Policy  
Page 1 Of 2**

*Please fill out and fax this reservation form to Customer Service/Scheduling Assistant, Sturm College of Law, Office of the Dean, (303) 871-6378 or call (303) 871-6000 for more information. Room reservations are not guaranteed until confirmed by the Office of the Dean. Your organization will be charged for any damages to the facility caused by your usage.*

Date Needed:		Start Time: ____ AM PM Set up time: ____ AM PM	End Time: ____ AM PM Clean up time ____ AM PM
Room type needed, check one of the following:		Classroom setting:	
Reception style:		Meal served/formal seating:	
Outdoor location:		Other:	
If you know the room name/number you want, list it here:		Will you be charging your guests an attendance fee:	
Number of guests expected:			
Business/Organization/Group Name:			
Complete address:			
Nature of Affiliation with the Sturm College of Law:			
Contact Person, Title, and University Department:			
Your phone:	Fax:	E-Mail:	
Purpose and description of Event (please be specific):			
Would you like to offer CLE credits for your event? <i>(If the purpose of your event cannot be accommodated at the Sturm College of Law, you may be asked to contact DU's University Events at 303.871.3345 or <a href="http://www.du.edu/eventplanner">www.du.edu/eventplanner</a> for other locations on campus.)</i>			
Room Set-up Required (includes table arrangement, audio visual support, caterer's needs)? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please contact Events Director at 303.871.6139 or <a href="mailto:lmilinear@law.du.edu">lmilinear@law.du.edu</a> . Rearrangement of any space used requires prior planning with the Events office. You are responsible for any moving costs charged to the College of Law by Custodial Services. Custodial Services charges a minimum fee of \$51.22 for setup/clean/breakdown. You may be responsible for your own trash removal. Payment should accompany return of all pertinent paperwork.			
Catering. Will food service be provided? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, clean up of all food materials is required immediately following the event, by either your representatives or your caterer. Will alcohol be served? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, requires prior written approval by the Office of the Dean and compliance with all applicable State, local and University policies.			
Name of Caterer: _____ You are responsible for ordering your food/beverage through a licensed caterer. You should use one of the pre-approved caterers: Sodexho at 303-871-7451 or Phipps Catering at 303 871 4621. Other caterers, not already established at the University will require proof/certificates of insurance naming the University of Denver as "additional insured". Please contact the Risk Management office at 303.871.2354 for a list of approved caterers.			
Parking. Will guest parking be needed? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, contact Parking Services at 303.871.4663 or <a href="http://www.du.edu/parking">www.du.edu/parking</a> . Contact the Office of the Dean for requests for limited guest parking in the Law garages.			
Multi-Media Services: Multi-media (a/v) equipment reservation and set up/pricing is available through the COLaw's Multi-Media Services Department. <a href="http://www.law.du.edu/media/">www.law.du.edu/media/</a> or by phone at 303- 871-6270 or 303-871-6082. You can contact this department directly if there are no other services needed, i.e. catering, physical set up, etc.)			

**Indemnification**

I have read the Sturm College of Law Building Public Space Usage and Reservations policy and I agree to comply with all policies and conditions therein.

I also agree to indemnify and hold harmless the University of Denver, its officers, trustees, employees and agents from any and all damages, claims or losses or liabilities arising out of negligence of my organization, employees, guests or participants during use of the facilities, buildings, properties and services of the University during the course of the event. I will report any injuries or damage to persons or property during the use of the facility in writing to the Director of Business and Finance at the Sturm College of Law within thirty (30) days of its occurrence.

If I am not an affiliate or member group of the University of Denver, I understand that matters of insurance will need to be documented before my event date.

\_\_\_\_\_  
Client Name (print):

\_\_\_\_\_  
Title (print):

\_\_\_\_\_  
Client Signature:

\_\_\_\_\_  
Date: