

Space Reservations

All space in the Sturm College of Law, other than study rooms and certain private conference rooms, is scheduled using the R25 online room reservation system. Any University of Denver requests are subordinate to SCOL needs and subject to the permission and discretion of the Dean of the SCOL.

Internal Parties, University of Denver Affiliated: To make a reservation in the Ricketson Building, please go to <http://reg25web.du.edu> and click on My Requests (top-left). You will need your DU ID number and MyWeb password to enter the site. Please enter as much information as you can (all SCOL sponsored organizations will be under S for SCOL). If you would like to select a specific space, all SCOL rooms begin with L for Law. Once you have submitted the request, you will immediately receive an email advising receipt by the system. Within a day, you will receive an email directly from the R25 Team advising the room number assigned.

External Parties: For those without a DU ID number wishing to reserve space, please submit a request form to reservations@law.du.edu using the Room Reservation Request Form available at <http://law.du.edu/documents/events/room-reservation-form.pdf>.

Reservation procedures:

1. Read the Sturm College of Law Ricketson Building policies and guidelines (<http://www.law.du.edu/documents/events/sturm-college-of-law-building-use-policies.pdf>) before submitting the Room Reservation Request Form.
2. Submit a completed and signed request form to reservations@law.du.edu.
3. Provide organizations' copy of Certificate of Insurance.
4. Schedule a meeting with SCOL Event Management for set-up or catering needs.
5. Billing will be sent after the first of the month following your event.

Organization requirement for building use: All organizations must provide a Certificate of Insurance. If an organization is providing their own catering, the vendor must provide a Certificate of Insurance and their license to operate a food-service establishment.

Building hours of use:

Monday – Thursday	7:30 a.m. – 10 p.m.
Friday – Saturday	8 a.m. – 12 a.m.
Sunday	8 a.m. – 10 p.m.

*If the event is held after normal business hours (8 a.m. – 5 p.m., Monday – Friday) and/or on a weekend, SCOL personnel must be present at an additional fee.

Organizational Pricing Categories

Category 1 (Waive)

SCOL Student Organizations
SCOL Departments
SCOL Faculty

Category 2 (1/2)

Alumni
Co-sponsored Groups
Governmental
Non-profit
University of Denver

Category 3 (Full)

Law Firms
Corporations
For-profit CLE's

Rental prices

Space	Seating	Price
Forum	450	\$1000
Forum (partial)	200	\$ 500
Room 165 (Moot Courtroom)	120	\$ 500
Rooms 180, 190	90	\$ 300
Room 412 (Faculty Library)	80	\$ 500 Special permission
Rooms 125, 155, 255, 280	75	\$ 250
Rooms 170, 270	50	\$ 250
Lobbies 201, 401, 440	40	\$ 250
Room 259	32	\$ 100
Lobbies 199, 240, 299, 340, 399	30	\$ 100
Room 499	22	\$ 100
Rooms 145, 410	20	\$ 100
Room 450	16	\$ 100
Room 355 (Small courtroom)	16	\$ 150
Rooms 313, 413, 480F	14	\$ 100
Room 437	12	\$ 100