



University of Denver Sturm College of Law
Ricketson Law Building Room Use Policy
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Introduction

The University of Denver Sturm College of Law (SCOL) is pleased to make our Leeds Gold Certified building available for educational programs, business meetings and other law related events.

While we actively invite organizations from the Legal and University communities to use our facilities, the SCOL is not a full-service event facility, but rather a college of education. Therefore events and activities cannot interfere with the ability of the law school to meet its primary missions and the needs of its students, faculty, and staff.

All requests, whether part of SCOL or the University of Denver must be approved and deemed appropriated by the Office of the Dean.

The guidelines and rules established in this policy will be used to determine approval for event space requests.

Reservation Guidelines

This section provides acceptance guidelines for room reservation requests.

Space Request Precedence

Space requests from academic law departments and programs, student organizations and law school administration are accepted first.

Requests from outside legal organizations are accepted after law school needs are fulfilled, providing that the functions or events are related in some way to the mission of the Sturm College of Law and the University of Denver.

Note : Law School Faculty and staff may request permission for non-law school events to take place at the SCOL, with which they are engaged in their capacity as professors or administrators, as long as they are active sponsors of these events. (See Law [School Students, Faculty and Staff](#))

Timeline Restrictions

Reservations for educational programs, business meetings and other law related events are only accepted after classrooms and like spaces are scheduled for class instruction and study-related activity. Specifically:

- Events are **not** scheduled during the final examination and reading day periods, or during the month of April.
- Reservations are only accepted for non-law school events after September 1 for fall and spring semester, up to six months in advance.

Note: Not all law school rooms are available to outside groups; some spaces have their own use policies and are designated for law school use only.

Use Policies

This section outlines the rules for use of the SCOL rooms for events and law-related activities.

Room Fees and Other Charges

SCOL uses the following three-tier fee schedule:

- **Category 1:** Space fees are waived for in-house law school departments and student organizations.
- **Category 2:** Space fees are discounted for University departments, alumni, and non-profit groups.
- **Category 3:** Full space fees are charged to law firms or corporations, and for-profit CLE programs.

Category designation may change due to co-sponsorships, profit sharing, and other factors. All event hosts are expected to leave the room in the same condition it was in at the beginning of the event. If it is not, the user will be assessed for clean-up and/or set-up services and damages to the facility caused by its usage. In addition, the user is responsible for any charges from other inside and outside entities, such as catering, room set-up, custodial, parking, and multi-media services. Any group event involving the selling of a product or service, or if a fee is charged to attend the event, is considered a Category 3 organization unless otherwise notified.

Co-sponsored Events

Co-sponsored events are organized or presented by a recognized law school department, program, center, or student organization, collaboratively with an external organization (usually not-for-profit or governmental) entity.

The collaboration requires a significant and logical relationship that is well-suited with the mission of the SCOL. An initial space inquiry must be made at least two weeks prior to the proposed event date.

The SCOL member requesting the co-sponsorship must serve as the "SCOL Requestor," and their department/organization must fill the responsibilities of the organizer and host. The Requestor must:

- Ensure that all paperwork is completed within established lead time expectations.
- Be the lead person in the planning and execution of the event with the external entity and the Events Director, jointly arranging the event with the outside group - making substantive management decisions, planning the topics, and agenda.
- Ensure that SCOL receives the appropriate acknowledgement as co-sponsor, and/or promotions on social media, the SCOL website, and/or monthly newsletters, using the appropriate instructions for SCOL logos.
- Obtain a certificate of insurance and tax exempt form (or identify tax issues), and signed memorandum of understanding from external client. (See [Certificate of Insurance](#).)
- Contributes to the programming of the event, and/or is a speaker.

- Contact the audio-visual department to discuss the AV support: technological feasibility, equipment needs, testing, and staffing.
- Provide a budget and ensure all costs associated with the event are billed to and paid for by their own department/organization, unless the external client is billed directly by an outside vendor for non-University charges; finalize costs and directly bill external client for any additional, agreed upon expenses.
- Attend the event to ensure that it is conducted properly and follows all University and SCOL policies.

Hours of Use

Functions **cannot** exceed their approved hours of use, as there may be other functions scheduled before or after. All SCOL events must have an SCOL faculty or appropriate staff members available for the duration of the event.

If an event is held outside normal business hours, the hosting department must ensure that a SCOL staff person is present. Outside groups using law school space must identify the key contact person(s) for their events, and guarantee those contact people remain at the event until the end.

Advertising and Signs

Advertising for an event inside the SCOL building must be approved by the Dean's Office or Office of Communications. If an event is co-sponsored by the SCOL, the appropriate logo must accompany all marketing and advertising materials and must use like-size logos.

The organization must provide specific information on the location of the meeting to attendees in advance of the meeting.

Signs may be placed on the exterior and interior of the building directing attendees to the meeting site if approved by SCOL Event Management. Any posting of information for the event **inside** the building must be on bulletin boards, easels, or stands.

Upon request, time and location of the event may also be posted on monitors throughout the building, through either the Technical Services or Student Affairs departments.

Note: Building policy does not permit posting of material on any other surface and will be removed if found.

Catering

Catering and room set-up arrangements can be organized through SCOL Event Management, however all clean-up is the responsibility of the user, as are any related fees. The only pre-approved caterer for the building is Sodexo's Flavours Catering.

Outside caterers may be used with prior approval by the Dean's Office or SCOL Event Management. When other caterers are used, they must provide SCOL Event Management with the following:

- Name and contact information (phone number and contact person)

- Certificate of insurance
- License to operate a food service establishment
- Copy of their state tax license (must be provided prior to the event)
- Specific time of arrival at the SCOL
- Copies of your catering orders once they are firm

Note: No butane, propane, or other flammable liquids are allowed inside the building unless prior written approval is given by SCOL Event Management.

The SCOL does not provide linens, dishes, glassware, silverware, or hospitality items, etc.; all such items must be provided by the client or caterer.

Classrooms and Food

Event hosts may order-in food for various locations throughout the building, but the following food restrictions apply for events taking place in classrooms:

- You may order food for first floor classrooms, excluding room #165.
- Beverages may **not** be ordered by event hosts for classrooms. We suggest that guests bring their own **covered** beverages.
- Hosts are responsible for clean-up in classrooms, removing all food trash for the next user.
- Foods that do not require utensils are considered appropriate for classrooms. For example, pizza, sandwiches, and wraps.

Event Set-up and Furniture

Exact set-up and tear down time must be scheduled with the SCOL Event's office. The following rules apply:

- Artwork, tables, and chairs, etc may not be moved unless done so by the University's Conversion Crew. If furnishings are moved it is the responsibility of the event host to insure that they are scheduled to be returned to their original configuration immediately following the function.
- Materials, such as flipchart paper, may not be attached to any walls, windows, doors, or any other surface. (Refer to [Advertising and Signs.](#))
- Set up and breakdown times for caterers, music, floral, designer, etc. must be arranged and approved prior to the event.
- ■ Users of classrooms are expected to leave the classroom space in good order for the next user. For example:
 - Chairs, desks, and tables must be cleaned and returned to their original places. **Note Removing chairs from any classroom or other space is strictly prohibited.**
 - Newspapers, handouts, and food containers, etc must be removed.

Note: SCOL reserves the right to decline space requests to groups that have previously failed to comply with these policies.

Alcohol

Alcohol may not be sold in the building. Alcohol may not be served without prior approval by the Director of Events and events serving alcohol must be coordinated by the SCOL Events office.

The user must comply with all applicable local, state and University of Denver SCOL policies and regulations governing its use, including provision of certificates of insurance and use of TIPS certified bartenders. Without exception, alcohol is not to be served to minors. (See [Certificate of Insurance](#).) Please refer to the [SCOL Alcohol Policy](#).

Campus safety may determine that an officer(s) is required to supervise any event with alcohol service. Charges for this are the responsibility of the hosting organization.

The following rules apply for alcohol service in the SCOL building:

- Kegs are not allowed for events held inside the building.
- Alcohol service must stop 15 minutes after food is no longer available.
- The purchase and transportation of alcohol to and from an event site must be arranged and coordinated by the SCOL Events office.

Music

The use of music during events (live, streamed, or taped) within the SCOL or on its outdoor terrace must be pre-approved.

Room set-up arrangements for the music and clean-up are the responsibility of the hosting organization, as are any related fees. (See [Event Set-up and Furniture](#).)

SCOL Event Management must be provided with:

- The vendor's name and certificate of insurance
- A contact name and phone number
- The specific time of arrival and proposed set-up and breakdown times

Smoking

The University of Denver is a smoke-free campus. Anyone smoking on University property may be reported to Campus Safety and a ticket may be issued for the offense. The policy can be accessed at <http://du.edu/smokefree/policy.html>.

Campus Safety

Safety officers may be required for general security at your event depending on guest count, the presence of alcohol, or the content matter of the event. Contact the Department of Campus Safety for all security needs or concerns.

The cost for Campus Safety officers is the responsibility of the hosting organization.

Important: If there is an emergency during an event, users should first call extension 13000, then immediately call 911.

Parking

Parking arrangements are the responsibility of the hosting department/organization.

All parking on campus is managed by University Parking Services, not the SCOL. The law school controls only a small number of spaces available at the Dean's discretion. These spaces can be reserved through the Office of the Dean (Mike Latimer).

Parking in the surrounding neighborhoods is typically limited to one hour.

To obtain assistance with parking needs for a scheduled event, contact Parking Services at 303.871.4663 or via www.du.edu/parking/.

Note: The event host is responsible for providing specific information on the location of parking for their event to attendees in advance of the event. These arrangements must also be shared with the SCOL Events Office or with the Office of the Dean of the SCOL.

Media Services

Multi-media equipment rental and set-up is available for a fee through the University of Denver Sturm College of Law Media Services team. All arrangements should be made directly with the Ed. Tech. Department, at av@law.du.edu, 303 871 6270 or <http://www.law.du.edu/index.php/technology/audio-visual>. An on-site visit to test all AV components may be required prior to your event. No one may disconnect or otherwise modify installed technology. Doing so may result in revocation of future scheduling privileges.

Other Services

Since the Sturm College of Law is not an event facility, but rather an educational institution, it does not provide services such as: photocopying; telephones; printers, paper and pens; easels and flipcharts. Arrangements can, however, be made with SCOL Event Management, and other departments on a very limited basis. Arrangements need to be made well in advance of the event.

Accessibility

The Sturm College of Law, Ricketson Building is fully accessible according to ADA standards for individuals with disabilities. If your group has any special service needs please notify the Office of the Dean and we will happily accommodate.

Certificate of Insurance

All organizations not associated or affiliated with the University of Denver must provide a certificate of insurance including the University of Denver as "Additional Insured" for the date of the event in the amount of \$1 million per occurrence and \$2 million aggregate.

If the user does not carry such insurance, then the organization must purchase Tenant User Liability Insurance (TULIP) from the University on a per day rate. To do so please contact the University of Denver Office of Risk Management at 303.871.2354.

Liability

The Colorado Seminary which owns and operates the University of Denver Sturm College of Law is not responsible for the loss or theft of personal property, or damage to personal property of the user or any of its employees, guests, or participants during the use of the facility, buildings, properties and service of the University during the course of the event. (See [Disclaimer.](#))

Disclaimer

The Colorado Seminary, which owns and operates the University of Denver Sturm College of Law reserves the right to refuse the use of the building to any party or vendor at any time without reason.

Political Events

Some co-sponsored political events are welcome as long as the event does not make the University and/or the SCOL an instrument of partisan political action.

Forum

The Forum is located on the ground level of the SCOL and is used primarily as a social and study area for law students. It is also used as a registration and check-in area for law conferences and as a reception area for law-school functions (for example: graduation, scholarship, and law school social functions that foster the larger SCOL community or draw members of the SCOL Alumni and professional community).

To maintain the Forum's primary use as mentioned above and because the Forum is not a private area (its use sometimes requiring closure of the cafe) requests for this space are considered on a case-by-case basis and the following applies:

- Events involving selling products or services are not allowed.
- The space is not available for weddings, parties, receptions, memorial services, fundraisers auctions, raffles or lotteries, or benefits of any kind.
- Regularly occurring meetings for any non-law group or committee are not allowed.

Note: Contact the Director of Event for information on exceptions to these rules.

Significant in-house events approved for the Forum, during normal class schedules, require hosting organizations to provide food and beverage for law students inconvenienced by the café closure.

Request Procedures

This section provides room reservation procedures.

Law School Students, Faculty and Staff

Use [25live](#), the University's event scheduling program, to request event space.

For user instructions, [Using 25Live | Space Reservations | Event Planning Guide | University of Denver](#).

University Departments and Personnel

Use [25live](#), the University's event scheduling program, to request event space. A completed [Room Reservation Request Form](#) must accompany your 25live request.

For user instructions, go to [Using 25Live | Space Reservations | Event Planning Guide | University of Denver](#).

External Clients

External clients must complete a [Room Reservation Request Form](#).