

# Room Reservation Request Form

Room Reservation Request Form

Please fill out and send this reservation form to Customer Service/Scheduling Assistant, Sturm College of Law, Office of the Dean, [reservations@law.du.edu](mailto:reservations@law.du.edu) 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: Meal served/formal seating: Other:	Reception style: Outdoor location:
If you know the room name/number you want, list it here:		
Will you be charging your guests an attendance fee: Yes / No		
Number of guests expected:		
Business/Organization/Group Name:		
Complete address:		
Nature of affiliation/Sturm College of Law contact:		
Contact person, title, and University department:		
Your contact information:	Phone:	Email:
Purpose and description of event (please be specific):		
Are you offering 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 Conference and Event Services at 303.871.4333 or <a href="mailto:events@du.edu">events@du.edu</a> for other locations on campus.)</i>		
Room set-up needed? Includes table arrangement, audio/visual, catering? Yes No If yes, please contact Events Director at 303.871.6139 or <a href="mailto:lmillar@law.du.edu">lmillar@law.du.edu</a> . Rearrangement/setup of space requires prior planning with the Events office. You are responsible for any setup fees charged to the SCOL by the University's Conversion Crew. You cannot do your own set up due to risk of injury. The minimum fee is \$60.84 for setup/breakdown. You may be responsible for your own trash removal and/or a fee from Custodial Services at a minimum charge of \$37.52.		
Do you plan to serve any food? Yes No If yes, removal of all food material/waste is required immediately following the event, by either your representatives or your caterer.		
Will alcohol be served? Yes No If yes, this 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. We recommend use of the on-site pre-approved caterer Flavours at 303-871-7451. Other caterers not already established at the University must submit proof/certificates of insurance naming the University of Denver as "additional insured". Please contact the Risk Management office at 303.871.2327 for a list of approved caterers.

ParkingK Will guest parking be needed? Yes No

If yes, contact Parking Services at 303.871.3210 or [www.du.edu/parking](http://www.du.edu/parking).

Multi-media Services: Multi-media (a/v) equipment reservation and set up/pricing is available through the SCOL's Multi-media Services Department. [www.law.du.edu/index.php/technology/audio-visual](http://www.law.du.edu/index.php/technology/audio-visual) 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