

AURARIA CAMPUS POLICY



Policy Title:	Auraria Campus Event Services Policies and Procedures		
Approval Authority:	Executive Office	Category:	Campus-Wide Policies
Signature:	<i>Barbara Weiske</i>	Effective:	May 2012
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The Auraria Campus is an educational facility owned by the State of Colorado and managed by the Auraria Higher Education Center for the use and benefit of the Auraria Campus Community; that is the students, faculty and staff of the constituent institutions that share the campus: the Community College of Denver (CCD), the Metropolitan State University of Denver (MSU Denver) and the University of Colorado Denver (CU Denver). Events and extra-curricular activities held or sponsored by members of the Auraria Campus Community shall have priority over other extra-curricular uses of the Campus. 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 development of these policies and procedures are the result of a campus-wide collaboration. The Student Advisory Committee to the Auraria Board (SACAB) and the Policy Development and Shared Operations Committee (PODSOC) are representative of the students of CCD, MSU Denver, and CU Denver and the Student Affairs/ Services Divisions, Academic Affairs Divisions of the constituent institutions respectively. The members were elected (SACAB) or appointed by the executives of the constituent institutions (PODSOC) to develop these policies and procedures to facilitate and support the activities and functions of the Campus Community. SACAB and PODSOC have recognized the necessary balance between the academic functions of the campus and the extra-curricular activities that are important elements of student life. These elements have been taken into consideration in the development of these policies to ensure opportunities for success of all campus-related events and activities.

Auraria Campus Events Services (ACES) is a department of the Auraria Campus Programs Division of the Auraria Higher Education Center and is responsible for all non-academic scheduling which includes the facilities of the Tivoli Student Union, St. Cajetan’s Center, the Event Center, all common areas in the shared/ jointly owned classroom buildings and all exterior spaces (including the Tivoli Quadrangle (Quad) & Commons, the Lawrence Street Academic Mall, 9th Street Park, etc.). All facilities are reserved on a first-come-first-served basis (except as noted in the “Special Use Facilities” section and the “Tivoli Scheduling Priorities” section). ACES staff will guide organizations and persons in assigning a facility which will best meet the needs of each client, whether they are planning a social, recreational, educational, or other program.

The ACES staff will make every effort to assign organizations or persons to their requested space when a specific facility is desired. However, in order to ensure the potential success of all events held on the Auraria Campus, ACES reserves the right, in consultation with the event sponsors, to assign an event or activity to a facility that is most appropriate for the capacity and type of event or activity being planned.

Assignment for use of facilities will be based on factors including, but not limited to:

1. Availability of facility.
2. Appropriateness and general feasibility of the facility for specific use.
3. Potential conflict with other activities (conflicting sound, crowd volume in common areas, etc.).
4. Fulfillment of necessary requirements, including but not limited to payment of fees, proof of insurance, existence of completed use agreements, required approval of other Campus Departments, etc.

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 ACES to ensure that such a move is to a similar venue and that adequate information is provided about the move on a timely basis to the scheduling party. ACES, 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 Chief Executive Officer or designated members of their cabinet (including the Director of Auraria Campus Programs, AVP of Operations and Services, the Chief of Police, and/ or the Chief of Staff) in consultation with appropriate constituent institutional 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.

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, 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.

This policy will be reviewed on an annual basis by the Assistant Vice President (AVP) for Operations & Services and/ or their designee, enlisting the assistance of the Student Advisory Committee to the Auraria Board (SACAB) and the Policy Development and Shared Operations Committee (PODSOC), as needed. Any proposed changes also require the review and concurrence of the Auraria Executive Council (AEC).

APPROVALS:

SACAB: 3-16-12
1-18-13
5-13-16
9-29-17
PODSOC: 5-24-12
1-18-13
5-17-16
9-28-17
AEC: 6-14-16
9-26-17

PROCEDURES FOR SCHEDULING FACILITIES FOR EVENTS AND MEETINGS

All reservations for Auraria Campus facilities and grounds shall be coordinated through the ACES Office, located in Room 325 of the Tivoli Student Union (303-556-2755) or at <https://www.ahec.edu/eventservices>

NOTE: Auraria campus retail tenants wishing to coordinate special events inside or outside of their lease area must first contact the Tenant Relations Coordinator.

While the ACES staff will assist with the reservation process, it is helpful to have gathered the following information before contacting them:

1. Type of facility desired (i.e., reception room, lecture space, performance space, etc.).
2. Date and time of the proposed event.
3. Sponsoring group name.
4. Complete name, phone numbers and address of responsible party, and faculty/staff advisor name and number (for student organization).
5. Type of event.
6. Estimated attendance.
7. Special requirements (AV equipment, special access, etc.).
8. Admission charge or registration fee information.
9. Food and Beverage (alcohol) services required.
10. Campus account number (when applicable).
11. Parking needs (for speaker or guests).
12. Completion of an Event Permit Application if necessary.

Official reservation agreements are developed at the ACES Office. If ACES does not have jurisdiction to process a particular request for special services or equipment they will refer the

client to the appropriate office to contact.

If a desired facility is available on the requested date, the space will be held (as a “details pending” or “waiting approval” reservation) and arrangements will be coordinated. After all information is attained, the reservation will be moved to a “completed” reservation. If a desired facility is not available, the staff will present possible alternatives for facility or date. Depending upon the nature and location of the event, special planning meetings may be coordinated with other appropriate parties. In the case of major events, a special event contract with additional terms may also be required, including requirements for insurance coverage, additional set-up charges, etc. 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. See the Payment Policies section for additional information and requirements.

Recognized student organizations will check with their Student Activities/Student Life Offices prior to making facilities requests, to ensure that they are following the appropriate institutional procedures and requirements. Reservations made for student organizations and/or departments must be in the spirit of the purpose and mission of that organization.

Reservations must be completed not less than 24 hours before the start of the event. Any changes within 24 hours require ACES Director approval and may accrue additional charges.

GENERAL CONDITIONS OF FACILITIES USE

General Conditions

The facilities and event venues of the Auraria Campus may be scheduled by recognized student organizations, campus departments, and the outside community. When the facilities are scheduled, the individual and/or the group must accept certain conditions of use as follows:
(Note: These conditions also apply to all special use facilities)

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 their respective institution’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, rental fees, non-routine clean-up, security, etc.) and for reimbursing ACES 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 Auraria Campus facilities 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.

ACES 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. Auraria Campus facilities 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 Auraria Campus facilities are not available for scheduling of events on the following days:

Christmas Eve	Christmas Day	Memorial Day
New Year's Eve	New Year's Day	Labor Day
Thanksgiving Day	Independence Day	

Certain facilities may also be unavailable during semester break periods due to scheduled maintenance activities, etc. In addition, the annual Spring Graduation Ceremony dates are not available when any of the three constituent institutions have scheduled their respective ceremony to take place on Campus. Receptions related to these ceremonies are allowed.

3. "Event" end times may not be scheduled beyond 12:00 am for any facility. This is considered to be the maximum end time/vacate time of an event (meaning all attendees must leave the area at this time). Last call must be planned accordingly. Please refer to the Special Events Involving Alcohol Policy for more information. The maximum "reservation" end time (allowing for tear down) may not exceed 1:00 A.M. This means that tear down and removal of equipment must be completed no later than 1:00 A.M. All individuals must have vacated the area by this time. Organizations not complying with these end times will be assessed a penalty fee and may not be allowed to schedule future after hours events. In addition, organizations needing additional set-up and tear down time either before or following an event, whether planned or unplanned, will be assessed an additional charge for use of the facility for that purpose.

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 ACES staff.

In the Tivoli Turnhalle, no decorations, attachments or alterations of any kind may be done to the staging curtains. Any movement or adjustment of these curtains **MUST** be done by ACES staff.

Decorations, displays or exhibits which require flame or water cannot be used in any Auraria Campus facility. Candles in appropriate containers must be approved by ACES. Decorations must meet minimum safety standards. The use of hay or other dry tinder is also prohibited. The use of tape, paint, glue or aerosol sprays is not permitted in interior spaces. No glitter or confetti is permitted.

Time(s) for decorating must be arranged **in advance** and is considered as part of the reservation period. All decoration materials must be removed immediately following the event unless prior permission is given (pre-approved additional time allotment for decoration removal may also result in additional rental charges).

5. All special effects for events must be discussed and approved in advance by ACES staff. In general, smoke and fog machines are not allowed, but may be permissible in the Tivoli Turnhalle under certain conditions. ACES staff will regulate all light and built in sound controls. Additional equipment and trained staff may be available to assist with an event with proper notice.
6. Events including clean-up and band equipment tear down must fall within the scheduled reservation time.
7. 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, ACES and Auraria Campus Police have the right to restrict access if it is deemed that the designated capacity has been exceeded.
8. 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.
9. In order to maximize safety, ingress/egress and technical needs such as power, etc., the ACES staff may determine specifics of set-up needs, including such items as stage placement, etc. All aisles leading to exit doors must be kept clear and unobstructed. During the period of use, exit doors must not be fastened and/or obstructed so that doors cannot be readily opened from the inside.
10. Rooms which are reserved and not used or canceled without the appropriate notice may be assessed the full rental fee (or penalty fee in the case of groups not paying a rental fee),

and other associated fees (please refer to the Facilities Rate Guide). ACES staff will work in consultation with the Student Activities/Life Offices with respect to student organizations and appropriate means for addressing non-use of rooms.

11. All reservations require lead-time dependent upon the nature and details of the event. A minimum 45 business day notice (or more, dependent upon the nature and size of the event) is required for large or complex events. Large and/or complex events will further require an Event Permit Application that will be subject to additional review and approval. Be sure to consult with the ACES Office to determine the specific notice required for each event type and the potential necessity for an Event Permit Application. Refer to the outdoor events section for additional requirements for those venues
12. Certain events will require additional Liability Insurance Coverage which lists the Auraria Higher Education Center and the Department of Student Facilities & Services as additional insured, in conjunction with adhering to other State requirements, and will be outlined in detailed contract agreements coordinated by the ACES Office. In such cases, a certificate of insurance will be required in advance of the event. Failure to provide the certificates will result in cancellation of the event.
13. Those who qualify to schedule the use of the Auraria Campus facilities 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.
14. ACES and the Auraria Campus Police may require that adequate security measures be taken to provide protection for event speakers, for persons seeking attendance at an event, for the Auraria Campus property involved and for the Auraria Campus Community. Sponsors of events are responsible for these costs related to the event. When possible, ACES and the Auraria Campus Police will make every effort to determine these costs in advance of the event. Sponsors may be required to make a security deposit and will be held responsible for additional costs resulting from the event, including but not limited to payment for turf damage related to the event, excessive cleanup and/or support staffing requirements, etc. ACES and the Auraria Campus Police may require other restrictions to participation or observing an event based on conditions that are present at the time of the event. These restrictions may include banning of items such as backpacks or large bags/purses etc. or requiring passage through metal detectors, other types of discovery, etc. enforcement of reasonable dress code requirements, and other such requirements as deemed necessary to ensure the safety of events on campus.
15. ACES 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 snow storm in which the area intended to be utilized is covered with snow, or property damage is imminent due to wet conditions.

16. Due to safety and ingress/egress issues, exhibits and displays are not allowed in common area hallways of buildings with the exception of the Arts Building, for exhibits related to classes in that building.
17. When planning events on campus it is important to plan for individuals with disabilities that may attend the event. Planning should consider accessible parking, pathways, restrooms, evacuation routes, and appropriate access for individuals who may have visual, auditory, or mobility impairments. It is important to provide prior notification informing individuals of how they may request accommodations for an event. Include a statement at the foot of the event announcement informing individuals of who to contact in order to request an accommodation. Each campus institution is responsible for determining and providing approved accommodations for each of their individual events. Off campus groups and outside organizations hosting events on campus are responsible for arranging accommodations and incurring all associated costs.

USER CATEGORIES & CAMPUS FACILITY AND SERVICE CHARGES

1. Charges will be assessed to the users of the Auraria Campus facilities according to the Use and Rate Categories (Facility Rate Guide).
2. Charges, in addition to standard rental rates, may be assessed to users for events requiring special facilities, equipment, room set-ups, police or security staff, and/or custodial services or support staff.
3. Charges will be assessed directly to the client/organization for damages, extra clean-up, or unscheduled security support needs.
4. The Auraria Campus & Event Service Office may require from any client payment in full, payment of a deposit, or a statement of responsibility from the Student Activities/Life Offices (when pertaining to recognized student organizations), as outlined in the Use and Rate Categories (see below).
5. Failure to pay any charges associated with the use of the Auraria Campus facilities will result in the loss of privileges for the client/organization.
6. Recognized Student Groups and Departments may not reserve space for other organizations to provide access to Auraria Campus 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.
7. Category 3 groups use of the Tivoli Quad shall be restricted to use on Friday, Saturday, and Sunday during the fall and spring semesters; or potentially other days during summer and other campus break periods.
8. Contracting individual/ groups shall be responsible for the individual and collective conduct of persons attending the event.

9. Reservations for Outdoor Event Space may not exceed three days per reservation.

Use and Rate Categories

- Category 1 Student Government Assemblies and Student Organizations (officially recognized by CCD, MSU Denver or CU Denver), Student Advisory Committee to the Auraria Board (SACAB), Departments of the Auraria Higher Education Center, and the Tri-Institutional Programming Committee (TIPC). The following professional programming staff of each institutions Student Life or Student Activities Office as determined by each institution and to be reviewed and approved by ACES on an annual basis: CCD (Dean of Student Life, Student Activities Coordinator, Events Coordinator, Student Life Office Manager, Human Services Specialist), CU Denver (Director of Student Life; Assistant Director of Student Organizations, Assistant Director of Community Engagement, Assistant Director of Peer Advocacy & Leadership, Club Sports Coordinator) MSU Denver (Director of Student Activities & Student Government, Associate Director of Student Activities, Assistant Director of Graphic Design & Events, Assistant Director of Student Organizations & Student Travel, Assistant Director of Fraternity/Sorority Life & Volunteering).
- Category 2 Non-student fee funded campus offices/departments, not included in category 1. Commercial or retail lease tenants of the Auraria Campus are included in this category, provided events do not allow for commercial gains.
- Category 3 Off-campus (private) groups and outside organizations, including both profit and non-profit organizations; even if hosted by a Category 1 or 2.

Please refer to Facility Rate Guide for current category rates.

The ACES Office reserves the right to determine user category and room charges based upon information received regarding the event and/or observation of the event. Category 1 and 2 users may not reserve space for other organizations for the purpose of lower rates or to extend limitations for reservations. The organization or individual who holds the reservation must be primarily responsible for initiating, planning, presenting and participating in the event. The organization providing inaccurate or faulty information regarding the nature and hosting status of an event may be held responsible for payment of the appropriate category rates and suspension of reservation privileges.

CAMPUS & TIVOLI SCHEDULING PRIORITIES

The facilities in the Tivoli Student Union are not available for regularly-scheduled credit-bearing classes or academic supporting functions such as ongoing professionally staffed tutoring spaces, due to the nature and funding of the facility. Academic classroom facilities elsewhere on campus are available for those academic functions. Academic classes that wish to schedule onetime special events such as lectures, film screenings, demonstrations, exhibits, projects, performances, etc., may do so on a case by case basis in consultation with ACES management.

For use of campus facilities (indoor and outdoor), certain scheduling priorities have been established for certain time periods. Campus groups have priority use of campus facilities (indoor and outdoor) during Monday through Thursday and Friday before 5:00pm. This priority for Campus Groups effectively precludes any Category 3 scheduling during the active times of Fall and Spring semesters. Likewise, primary demand Friday (after 5:00pm) through Sunday comes from campus and off-campus groups requiring long term planning, and the ability to secure facilities well in advance. For these reasons, the following scheduling priority has been adopted:

Events Occurring Monday through Thursday and Friday before 5:00pm during the Fall and Spring Semesters

Category 1 & 2 Unlimited event booking during this period.

Events Occurring Friday after 5:00 pm Through Sunday and Anytime During Break Periods, and the Summer Semester

Category 1, 2, & 3 Unlimited event booking during these periods.

Ongoing and/or long-term programs, and ongoing series of events/activities, cannot be scheduled in Student Fee Funded event spaces or be given booking priorities in those event spaces unless prior approval has been given by the Director of Campus Programs with consultation by the Student Advisory Committee to the Auraria Board (SACAB) as necessary.

SPECIAL USE FACILITIES

There are certain special use facilities in the Tivoli Student Union and classroom buildings that have their own use priorities and/or have specific usage limitations due to design and programmatic function. Usage of any special use facility must comply with all general scheduling policies (Refer also to the specific policies regarding food and alcohol). Because of the unique arrangements of each space, the type of function that can be accommodated and time available are restricted. Below is the information specific to each of these areas:

TIVOLI STUDENT UNION

Executive Suite (Room 740)

The executive suite is intended to be used as a regular conference space and does not have any specific priorities. Refer to the Facility Rate Guide for specific charges.

Reflection Rooms (Room 348 and 349)

The reflection rooms are for the benefit of the Auraria campus community including students, staff and faculty of the constituent institutions. The reflection rooms can be reserved for 15 minute periods through the Club Hub, Tivoli 346. Long term booking of the reflection rooms is not allowed and reservations must be made for same day use. Users are not allowed to book more than four 15 minute periods, per day. Users of the reflection room are required to leave their current student ID with the Club Hub staff at the Club Hub desk and obtain a key to access the rooms. The reflection rooms are available during normal Club Hub operating hours.

- Reflection Rooms cannot be reserved for meetings, events or used for any form of study.
- Because this is intended as a quiet space, loud music and conversations are not allowed.

- No food or drinks are allowed inside the rooms.
- All materials taken inside for reflection purposes must be taken out after leaving the room.
- Cell phones should be turned off prior to entering the rooms.

Pauline Reece Hall of Recognition/320 Pre-Function Lounge

The Pauline Reece Hall of Recognition (also known as the “pre-function” lounge) is available for functions which are associated with the use of the Baerresen Ballroom (Room 320). In order to avoid disruption of events in the ballroom, functions may not be scheduled in this lounge independent of what is scheduled in the ballroom.

Roger Braun Multi–Cultural Lounge (Room 261)

This lounge (Located at the South West Entry) is available for scheduling events, which are open and free to the campus community. Private events may only be held in this space during semester breaks or other down periods upon permission of the AVP of Operations & Services or their designee. Existing furnishings must remain in the lounge. Consult with ACES regarding set-up options. Requests for re-arrangements or extensive cleaning following an event may incur additional charges for afterhours functions (those not open to the public). Electronic amplification is allowed; however, the volume shall be maintained a level that shall not interfere with other functions, events/activities taking place within the Tivoli Student Union. ACES staff, in consultation with the event sponsor, will determine the appropriate sound levels.

Display cases located within the Roger Braun Multi-Cultural Lounge are available for exhibits and displays. Inquire at the ACES Office for procedures on how to schedule a public exhibit in these cases.

The Atrium Food Court Seating

The atrium/food court seating area is not available for scheduling private events at any time due to the nature of the area being seating support for food court businesses and due to the desire to provide a consistent eating/studying area for students.

The Atrium Food Court: Entertainment Programs

A small performance space is available at the northeast corner of the main atrium. No other area is available for events. This space is available for scheduling of general entertainment programs which are directly produced by the Student Activities/Life Offices and/or the Tivoli Student Union. Performances and programs may traditionally be scheduled on Thursdays between 11:00 A.M. and 2:00 P.M., however, opportunities may exist on other days or at other times. Contact the ACES Office for these potential options.

Only acoustic music and/or low amplification are allowed. If a program is amplified, the volume shall be maintained at a level that shall not unnecessarily interfere with other functions, events/activities taking place within the Tivoli Student Union. ACES staff and the event sponsor, are required to determine the appropriate sound levels and will enlist the assistance of the event sponsor in maintaining appropriate sound levels.

In order to ensure adequate seating for all customers in what is a limited seating area, no furniture will be removed for any scheduled performance. Performances must take place from the

designated performance area only. With permission from the AVP of Operations & Services or their designee, some furniture may be rearranged (but not removed), to accommodate special onetime events.

The sponsor must ensure that bands and performers provide their own sound equipment. The sponsor must also coordinate equipment and power needs with the ACES staff at least 48 hours prior to event to ensure that their function is appropriately accommodated in advance of the event.

Senate Chambers Meeting Room (Room 329)

The design and nature of use of the Senate Chambers Meeting Room requires that its principal users have the highest priority for its use, and that there be limited control of use by others.

For the first two weeks of each semester, the three Student Governments and the Student Advisory Committee to the Auraria Board (SACAB) may schedule their official functions in the Senate Chambers for that semester. These four entities will be served on a first-come-first-served-basis during this period and may only schedule one semester at a time.

After the completion of the second week of the semester, the Senate Chambers may be scheduled by anyone according to the existing scheduling policies and procedures but only for that current semester.

Office Suite Conference Rooms

Several office suites located in the Tivoli Student Union generally have their own interior conference room or meeting area. The occupants of those individual suites control use of those meeting facilities.

Other Meeting Facilities

All other Tivoli meeting facilities are scheduled on a first-come-first-serve basis. Refer to the section on use of these rooms for specifics regarding the types of functions, which can be held in each of these venues.

NORTH CLASSROOM ATRIUM

The North Classroom has four Atrium areas and a food service seating area which are on the south side of the building (along the Lawrence Street mall side). The food service area is considered part of the leasable space for the contracted food operator in the building and is, therefore, not available for scheduling.

Atrium A, B, C & D (east end of the building) are available for information tables (see section on Information Tables) or for scheduling by departments for their official departmental functions which are open and free to the campus community. Due to the adjacency of classrooms, amplification at these functions is not allowed. Further, if functions are deemed to be disruptive to the academic classes, the function sponsor will need to consider alternative venues. Due to a lack of storage facilities, the lounge furnishings within these areas is generally not removed, but may be reconfigured.

Specific set-up needs must be coordinated with the ACES Office. Note that requests for extensive set-ups and/or functions that will require extensive cleaning following an event may be subject to additional charges. Exhibits and functions scheduled in the Atrium may not exceed two (2) consecutive days during the fall and spring semester. All functions and exhibits require posting of a sign indicating the official sponsor, contact name and contact phone number. Private events may only be held in these spaces during semester breaks or other down periods upon permission of the AVP of Operations & Services or their designee.

DISPERSED STUDY & VENDING LOUNGES IN OTHER CLASSROOM BUILDINGS

Many other classroom buildings have dispersed student and vending lounges. These areas are set aside for student study and are part of the contracts related to vending and food provision in these buildings. Consequently, these areas are not available for scheduling of special events or functions. Other areas within these classroom buildings may be designated as available for Information Table Scheduling (see section on Information Tables).

REGENCY ATHLETIC COMPLEX (RAC)

The RAC is a specialized facility developed for use by MSU Denver for their athletic, academic, and recreational programs. Parties interested in these facilities should contact MSU Denver

AURARIA CAMPUS EVENT CENTER

The Events Center is utilized for a variety of academic and recreational programs. ACES staff schedules and coordinates functions for intercollegiate Athletics and Campus Recreation programs following the scheduling of academic classes. This includes the coordination of games, practices, tournaments, and associated athletic and recreational special events. Facility requests for these entities are due at the end of each sports season for the upcoming year (excluding post-season play). After this period, the facility is available to these entities on a space-available basis, including requests for off-season practice.

Due to the volume of these traditional events at this facility and the need to schedule maintenance during interim periods, the Event Center is generally unavailable for other types of special events. Inquire at the ACES Office for additional information on this facility.

INSTITUTIONALLY-OWNED FACILITIES

Institutionally owned facilities are scheduled by the respective institution responsible for the facility. This includes the MSU Denver Student Success Building, MSU Denver Hospitality Learning Center, CCD Confluence, and the CU Denver Commons. Interest in these facilities should be directed to the institution responsible for the facility.

ST. CAJETAN'S CENTER

St. Cajetan's Center is an historic facility that serves as a large meeting/ event hall. Consult with the ACES staff on the unique aspects of this facility.

OTHER OUTDOOR VENUES

Other outdoor event venues available for special events are addressed in the "Outdoor Events/Festivals" section. Please refer to that section for details. Consult with the ACES staff for additional information.

PAYMENT REQUIREMENTS

In addition to the provisions defined by student organizations funding/payment requirements, the following conditions apply:

1. Recognized student organizations and departments are expected to pay all fees associated with an event, in full, within 30 days of invoicing (a campus account number is required before an event can be confirmed and moved to a completed status). In some instances, payment in full, in advance of the event will be required.
2. Off-campus groups must pay 50% of the rental fee within two weeks of placing the initial reservation. This payment is non-refundable. The balance of the facility rental fee and all other associated fees is due, in full, not less than 30 days in advance of the event, unless other arrangements have been agreed to by ACES.
3. For some large events, a damage/security deposit may be required. The ACES Office will advise clients accordingly, at the time the reservation is placed.

CANCELLATION FEES: Non-cancellation/non-use

1. Departments and off-campus groups who reserve space, do not cancel, and do not use the space will be required to pay for all rental and service fees in full.
2. 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 ACES Staff will work with the respective Student Activities/Life Offices to determine the appropriate actions.

LATE CANCELLATION

Student organizations, departments and off-campus groups that cancel events less than three days in advance of the event will be assessed any fees associated with services required to be scheduled in advance (i.e. Campus Police fees, etc.), when applicable.

EQUIPMENT RENTAL CHARGES

Conditions for Use

1. ACES has a variety of media equipment available for use within its scheduled facilities. Equipment assigned to a facility may not be scheduled for use outside of that facility or grounds.
2. Equipment must be requested at the time of placing the original reservation request for space, and is available on a first-come-first-serve basis. Equipment use is limited to those scheduling ACES facilities.
3. Some equipment may require a trained technician to operate. Equipment requiring a technician must be reserved at least fourteen (14) business days in advance of the event. There is an hourly charge for the technician time. Inquire at the ACES Office for

additional details.

4. In the event that equipment is lost, stolen or damaged, the client will be liable for replacement and repair costs. If the event concludes before the scheduled time it is the responsibility of the group to inform the Auraria Campus Event Services Office to ensure equipment is secured.
5. Clients may order additional equipment directly from the Campus Media Services Department. This equipment can be coordinated through ACES at the time of original booking or at least 15 days prior to event. In the event that Campus Media Services equipment or other outside equipment providers are used, the client will be responsible for requesting additional set-up/tear down time, if required. The client will be responsible for paying additional facility rent charges for this expanded reservation period. Clients who fail to schedule extra set-up/tear down times will be charged accordingly, and may be assessed an additional penalty fee if the set-up or tear down disrupts other scheduled events.
6. Violation of the above conditions and/or failure to pay debts incurred for these services will result in suspension of use privileges and/ or other sanctions.

RESERVED SPACE FOR INFORMATION, SOLICITATION AND FUNDRAISING

Student Organization/Campus Department Information Tables

A specified number of information (info) table spaces are available for recognized student organizations to reserve on campus for promotion of their clubs/organizations and for information dissemination regarding special events, etc. Category 2 users may reserve space to disseminate information regarding their programs for a nominal fee per day. The following must apply:

1. Student organizations must be recognized by their respective institution Student Activities/Student Life Offices. Sports Clubs must be recognized by the authorized campus department. Only current officers of the student organization are allowed to make bookings.
2. Organizations/departments must directly reserve the spaces through the ACES Office, according to established reservations procedures. Space is available on a first-come-first serve basis. (Note: reservation of multiple table spaces for a larger organized event is considered an Outdoor Event/Festival and is addressed in the Outdoor Special Events/Festivals section). Organizations/departments may not change tables or move tables from one location to another, unless specifically approved in advance by the ACES Office
3. Organizations must have a sign attached to the reserved table (in clear view; not smaller than 8½" X 11"), identifying the sponsoring student organization or campus department and contact information. Signs and other material may NOT be attached to any adjacent wall or glass surface. Organizations/departments will be held responsible for any damages incurred to the facility or the facility property.
4. Student organizations/campus departments must conduct official business and/or promotion of

their organization or department. Student organizations and campus departments may not sponsor table space for outside vendors or other private parties, except as provided for in the following section on fundraising. Any sales associated with the table must be directly related to the role and mission of the student organization/ campus department by way of ticket sales for special events or promotional materials depicting the nature of the organization, such as club t- shirts. This regulation will be strictly enforced and organizations not complying may have future reservation rights revoked.

5. The Offices of CCD Student Life, MSU Denver Student Activities and CU Denver Student Life may sponsor an information table (non-sales/non-commercial) for certain “not for profit” organizations, should those offices deem the information being disseminated has educational value for their student population.
6. Each organization/department is limited to a maximum of one (1) info space per day, and a maximum of five (5) days in any one month. (Table sponsorship by the Office of CCD Student Life, MSU Denver Student Activities and CU Denver Student Life is not limited to the five-day period.) Overnight reservations are not allowed.
7. Shouting or other noisy attraction methods designed to gather attention to the info space are not permitted. For indoor info spaces, activities must take place from behind the assigned table so as not to interfere with ingress/egress through the buildings. For outdoor info spaces activities must take place within the area of the assigned table. Activities must not impede pedestrian traffic, including ingress and egress to and through the buildings.
8. Due to fire regulations and campus-wide policies on smoking, burning of materials of any kind is not allowed. This includes cigarettes, incense burning, etc.
9. The info table space for a student organization must be staffed by a current student who is a member of the student organization and the info table for a department must be staffed by a faculty or staff person from the campus department at all times. Children which accompany any student organization/campus department personnel must be attended to at all times.
10. Organizations/departments must remove all items, including trash and debris from their info table area daily. Items must not be left overnight, including signage, etc.
11. Small portable multi-media (music, audio-video) systems are allowed at the outdoor Tivoli and Madre Square info table locations when they are an integral part of the info program, provided the sound level is limited to being only audible within the immediate vicinity (approximately 6 feet) of the reserved table space, and are not allowed in any other info table locations (classroom buildings, etc.). To ensure that adjacent functions and activities are not interfered with, the ACES staff reserves the right to request that sound levels be lowered or turned off. The use of a portable system must be identified at the time the reservation is placed. Power is not available for these systems, so they must be self-contained. Bands, amplified instruments, speakers, performances, radio station broadcasts and other functions of this nature are not permitted under the Information Table Space Guidelines. These functions must be scheduled as a special

event/festival and adhere to those guidelines. (See “Outdoor Events/Festivals”)

Student Organization/Campus Department Fundraising Tables

In addition to adhering to numbers 1 through 11 above, recognized student organizations and campus department fundraising is permissible under the following additional guidelines:

A. Promotional Materials

As defined in #4 above, where the sales or promotions associated with the info table are directly related to the role and mission of the student organization/campus department. This is achieved by way of ticket sales for special events or promotional materials depicting the nature of the student organization such as club t-shirts, etc.

B. Bake Sales

The sale or distribution of food or other products is not allowed, except as provided for in this section. Student organizations may conduct bake sales from info table locations which include the Madre Square sites; the North Classroom Atrium, Event Center entryway. Bake sales are not allowed at other info table space locations. Foods that must be temperature controlled are not allowed.

City & County of Denver regulations must be adhered to. It is the responsibility of the sponsoring organization to ensure that they are compliant with these regulations, including but not limited to food handlers permits, preparation in approved facilities, pre-packaging, etc. Student organizations are responsible for getting pre-approval from their respective Student Activities/ Life Office and should recognize that additional limitations or conditions may be required by those offices. Sponsorship of commercial companies is not allowed. However, re-sale and/or distribution of commercial baked products is permitted provided it is not in conflict with the goods or services of current official lease holders, contractors and/or AHEC's Auxiliary Programs.

C. Non-sales Commercial Sponsorship

Student organizations/campus departments have an opportunity to raise funds by sponsoring private entities who wish to provide information about services or products to the campus community. Such entities are not authorized to sell these products or services, but may disseminate information/coupons/etc. regarding them. The Sponsoring Organization is responsible for the conduct of the individuals representing the private entity while they are on campus. The 8½” X 11” sign must reflect the sponsoring organization name and contact information.

The sponsoring student organization and the campus department will be charged a per space per day fee. The sponsoring student organization/campus department may then assess a fee of their choice (in addition to the Reservation fee) to the private entity. The ACES Office will only collect directly from the sponsoring organization the reservation fee. The sponsoring organization and their respective Student Activities/Life Office are responsible for collecting any additional fee they have chosen to assess the private entity.

The use of info/fundraising tables for the sale or distribution of food or other products is not

allowed, except as provided for in this section. Personal information is discouraged from being solicited at info/fundraising tables, regardless of sponsorship by recognized student organizations or campus departments. Other manners and venues for these activities may be available. In each instance, the sponsoring organization assumes liability for the function and is responsible for any applicable license requirements, tax collection/payment, refunds for defective items, etc.

OUTDOOR EVENTS/FESTIVALS

Certain outdoor areas, as described in this document, are available for events and festivals which are open to the entire Campus Community. Outdoor events and festivals are regulated by the ACES General Conditions of Facilities Use and scheduling policies and procedures. In addition:

1. Any outdoor event held on the Auraria Campus must submit to ACES an application for outdoor event permit and meet required criterion before being considered for approval.
2. Specific placement of the event equipment, staging and other activities must be scheduled in advance through the Auraria Campus Event Services Office (ACES) to ensure safe ingress/egress into adjacent facilities, as well as, fire safety access to other parts of the campus. Delivery of equipment and supplies must also be coordinated with ACES, as driving and parking in specific areas is prohibited.
3. Requests for evening events in certain areas may be dependent upon limited lighting availability after dusk. As noted in the General Conditions of Facilities Use, overnight functions are not allowed due to safety and security issues. (Reference the Campus Camping Policy).
4. Power availability for outdoor events is very limited. Complete power specifications must be reviewed not less than two weeks in advance of the event with ACES. This will ensure adequate lead time should the sponsor need to rent a generator, etc. Subsequent location of a generator must also be coordinated with and approved by ACES to ensure safety and non- disruption of classes, etc.
5. Equipment availability for outdoor events is limited. Excessive equipment requirements (tables, staging, sound equipment, etc.) may entail rental through other sources. It is the responsibility of the sponsor to coordinate their rental needs, upon set-up approval by ACES. The sponsor must then coordinate delivery and placement of these items with ACES.
6. Sale and distribution of food, beverages, and alcohol must comply with campus, city and state regulations. One time festivals/events involving the sale of food as part of the event are considered permissible under the Campus Exclusives Sales & Service Policy #22, when the event is sponsored by an institutionally recognized student organization and/or the Offices of CCD Student Life, MSU Denver Student Activities and CU Denver Student Life. In addition, each institution may have additional requirements/limitations on events involving food or alcohol.

The sponsoring student organization is responsible for working with their Student Activities/ Life Offices and the sponsoring department is responsible for working with their respective Risk Management department to ensure compliance with specific institutional regulations.

7. Due to limited resources and the need to maximize staffing coverage for all events, multi-day scheduled outdoor activities may not be scheduled for more than two days within any given month. Further, scheduled outdoor activities must not exceed the scheduled reservation time. Failure to adhere to the scheduled reservation time (including tear down) may result in the sponsoring organization being charged for additional costs and/or may result in termination of the event (including multiple day events) and/or suspension of future scheduling privileges. The AVP of Operations & Services, or their designee may, on a case by case basis, allow for the staging and/or set up of materials, equipment or other components of a display or event beyond the two-day maximum time limit when it is demonstrable that it is critical to the activity that materials be staged and/or set up or dismantled prior to the event and/or after the event.
8. As also noted in the General Conditions of Facilities Use, ACES and the Auraria Campus Police may require that adequate security measure be taken to provide protection for event speakers, for persons in attendance at an event, for the Auraria Campus property involved and for the Auraria Campus Community. Sponsors of events will be responsible for payment of these costs related to the event. When possible, ACES and the Auraria Campus Police will make every effort to identify and determine these potential costs in advance of the event. Sponsor may be required to make a security deposit and will be held responsible for additional costs resulting from the event, including but not limited to payment for turf damage related to the event, excessive clean up and/or support staffing requirements, etc.
9. Large or complex events, including but not limited to those anticipated to gather a high concentration of people will require that the event be scheduled a minimum of 180 days in advance to ensure proper coordination of event needs, staffing levels, costs identification, etc. By consensus of the President or Chancellor of the sponsoring institution, and the Chief Executive Officer for Auraria, the minimum advanced notice may be modified or waived provided that adequate resources are available to appropriately provide for the event. Recognized student organizations may also be required to attend a planning meeting held not less than 30 days in advance of the event, at the discretion of their Student Activities/Life Office and/or the Auraria Campus Police. These meetings are intended to allow for maximum coordination and communication to ensure a successful event.
10. To ensure the potential success of each event, while multiple outdoor locations may be utilized for Events/Festivals simultaneously, only one event at a time will be allowed in each specific approved location. Should events be more numerous than the available staffing resources and/or other support resources, those official events sponsored by the institutions will be given priority on a first-come-first-served basis.

OUTDOOR FACILITIES AVAILABLE FOR SCHEDULING

Lawrence Street Mall/ Academic Corridor

As this area is at the academic core of the campus, it is generally not available for large events or gatherings. Tri-institutional events that are open to the campus community may be scheduled under the authority of the AVP of Operations & Services, or their designee. Vehicles and amplified sound are generally not permitted in this area.

Madre Square

Available for information tables and other general student activities.

CCD Cherry Creek Plaza & Confluence Plaza

This area is developed for use and official functions of CCD and is not generally available for traditional scheduling.

MSU Denver Student Success Building

This area is developed for use and official functions of MSU Denver and is not generally available for traditional scheduling.

CU Denver Club Sports Field

This area is developed for CU Denver Club Sports activities and is not available for traditional scheduling.

9th Street Park

This historic block also serves as the back drop for offices and general use. Use of this location is restricted to small activities that are in keeping with the historic nature of the venue. Consult with the ACES Office for details on the use of this space.

Auraria Campus 5K Races

5k races are limited to Sunday mornings and must be completed by 10 am in order to minimize disruption to the regular activities of the campus. Significant consideration has been given to the route to ensure the multiple functions of the campus are considered. This designated route is the only permissible area for the race.

1. Organizers must file an application with the ACES Office in order to secure a date.
2. Once approved, the race organizer is required to coordinate with ACES regarding the route and logistics. A planning meeting must be scheduled not less than 60 days in advance of the proposed event.
3. The race route must follow the approved and certified route and will be confined to the sidewalks.
4. Volunteers must be posted at each sidewalk/ roadway intersection.
5. Directional signage is required to be displayed throughout the course, as necessary and must be removed immediately following the event.
6. There must be two water stations on the course: one at the half-way point, and one at the finish line. Volunteers should be positioned at each station to dispense the water.
7. Deployment of any colored cornstarch or similar colored powder product is prohibited.
8. Race sponsors are responsible for clean-up of items generated by the run (i.e.; cups, signs, etc.).
9. Race sponsors are responsible for providing evidence of liability insurance and runner waivers in advance of the event.
10. Portable restrooms may be required. Consult with the ACES Office for costs and details.
11. A first aid station must be provided by the race sponsor. Consult with ACES on the appropriate location.

12. The required number of volunteers should not be less than 10 per 100 racers.

Tivoli Quadrangle, Tivoli Commons & Tivoli Square

In the spring of 2015, the Auraria Board of Directors approved SACAB's request to put forth a question to the Auraria Campus student population for a vote. As a result of a positive outcome of the vote, the Tivoli Quad project became a joint financial venture between SACAB and the Auraria Foundation.

The Auraria Higher Education Center encourages use of the Tivoli Quad for special events, non-amplified free speech, club tabling, and a space for informal gatherings. Quad use cannot interfere with the educational mission of the three academic institutions nor disrupt instruction. Auraria Higher Education Center reserves the right to determine use of any campus property, including the Quad. To protect this investment and ensure the maximum utilization of this venue, the following policies shall govern the Tivoli Quad area.

Scheduling and Reservations

All reservations for Auraria Campus facilities and grounds shall be coordinated through the Auraria Campus Event Services Office (ACES), located in Room 325 of the Tivoli Student Union (303-556-2755) or at <https://www.ahec.edu/eventservices>

Zones

The Quad Area will be divided into 4 distinct zones for reservation purposes. See Appendix A for details.

Designated All Campus Dates

ACES may, at its discretion, reserve Campus outdoor spaces exclusively for general student use. Other permits for use of outdoor space may not be issued on these dates in the areas reserved by ACES. These dates will be designated annually in accordance with the Academic Calendar and include: Finals Week & Commencements.

GENERAL CONDITIONS OF FACILITIES USE

Activities that Require a Reservation

Reservations are required for structured and/or organized activities, tents, grills, signage, commercial photo shoots, alcoholic beverages, and catered events. Participants may utilize facility areas on a first come first serve basis, but are subject to being displaced by an approved rental group with a reservation. The following activities or actions may only be conducted with a reservation:

1. Structured or Organized Activities – Structured and/or organized activities that are formal in nature and/or planned by one or more individual(s) requires a reservation.
 - a. Tents – The use of tents must be approved in advance and requires a permit, may require a security deposit, and subject to the following:
 - i. Staking of tents is prohibited.
 - ii. Maximum size of tents shall be 10x10 on lawn area. Proposals for larger tents larger than 10x10 may be submitted to ACES for consideration (Generally, these larger tents shall only be on the lawn area for 24 hours, including set up and take down).
 - iii. Any damage to the lawn areas, including significant compaction is the responsibility of the vendor and the contracting individual/ group..

- iv. No tents are to remain in place for more than 3 days; these include set up and take down. Sides are to be left open as much as is possible to allow for maximum light to the lawn areas. Tents that are in place for multiple days may be subject to irrigation activity. Tents and contents left overnight or without supervision are done so at the user's sole responsibility.
- v. No flooring permitted on lawn areas.

Use of Displays

Events and programs with displays must adhere to the following guidelines:

1. Outdoor displays are allowed only in conjunction with an event or program.
2. Displays must be self-supporting (no stakes).
3. For safety, aesthetic and sightline reasons, displays may not be more than 8 feet high. Length of display is subject to approval based on event location and the construction of the display.
4. Displays must be assembled and disassembled each day.
5. Displays must be staffed at all times by the student group or institutional department sponsor.
6. There is a three-day maximum on displays or events.
7. The same display cannot be sponsored by the same or different student groups or departments to extend the three-day maximum.

General Policies

1. No motorized vehicles shall be permitted on lawns or planted areas or upper patio.
2. No person shall injure, deface, remove, cut or damage any of the trees, plants, shrubs, turf, or structures therein.
3. Bike riding and skateboarding are permitted only in approved lanes/areas. All other zones are prohibited.
4. Lawn area may not be used for contact sports such as football, rugby, or soccer. Only light active recreation such as Frisbee, jogging, or playing catch are permitted.
5. No disturbance from stakes or other excavations are allowed.
6. ACES reserves the right to prohibit use of lawns at any time due to turf conditions and maintenance requirements.
7. There is no smoking allowed on the Tivoli Quad. Refer to the Auraria Campus Smoking Policy for additional requirements.
8. The smoking or other use or consumption of marijuana or marijuana concentrate is strictly prohibited. Refer to the Auraria Campus Smoking Policy for additional requirements.
9. There is no camping allowed on the Tivoli Quad. Refer to the Auraria Campus Camping Policy for additional details.
10. Pets may not be off leash in the lawn area. Refer to the Animals/Pets on Campus Policy for additional requirements.
11. During winter months, groups are not permitted to decorate or deliberately discolor the snow.

Groups must remove any discolored snow after their event, if the area is not returned to original condition; contracting group will be financially liable for clean-up costs.

12. All outdoor events shall be concluded by 10:00 p.m.

13. Max capacity for the Tivoli Quad is 2500 people.

14. There shall be a recovery period after events that use the lawn area. These guidelines will be established by ACES.

Prohibited Activities and Materials on Lawn Area:

1. Glass containers
2. Personal Grills
3. Plastic and/or metal cleats
4. Conducting structured activities without a reservation
5. Moving, altering or removing equipment without authorization
6. Conducting camps, or clinics or other group activities such as yoga or fitness training without a reservation
7. Heavy equipment that may cause soil compaction or other damage

Alcohol

A Campus Alcohol Service Permit for distribution or sales must be obtained from ACES; for events involving the sale of alcohol, a Campus Permit will not be issued prior to the sponsor obtaining and providing evidence of appropriate approvals from the City/State. See *Special Events Involving Alcohol Policy* for additional requirements.

Street Closures

Due to RTD services on 11th Street, street closures are generally not permitted and must be approved in advance by the Office of the Chief Executive Officer of Auraria.

Restrooms

There are a limited number of restrooms available adjacent to the Tivoli Quad. For large events, portable restrooms must be utilized and placed in the designated area. ACES shall provide users with approved vendors and number of units required for event. See Appendix A- Zone map.

Barricades and Fencing

Temporary fencing for pedestrian or traffic control is permitted on hard surfaces only. ACES must approve layout and use in advance.

Grills

Grills are prohibited unless being used by one of the authorized Auraria Campus Caterers.

1. Grills must be placed on hard surfaces such as sidewalks with a protective carpet or covering underneath that would catch any grease spills
2. Cooking and heating equipment shall not be located within 20 feet of exits, combustible materials (including trees), air intakes, or tents.
3. Tents where cooking is performed shall be separated from other tents, canopies, or other structures by a minimum of 20 feet and must be approved by ACES.
4. LP-gas containers shall be located outside of any tent or canopy. Safety release valves shall be pointed away from the tent, canopy, or structure. Portable LP-gas containers shall be securely fastened in place to prevent unauthorized movement.

Vehicle Access

No vehicles shall be allowed on the lawn section of the Tivoli Quad. Hand carts and golf carts may only utilize paved and concrete areas of the Tivoli Quad. No other vehicles are allowed on these surfaces. Drivers must make alternate arrangements for pick-up and drop-off of event materials. Any damage to the lawn or hardscape will be the responsibility of the contracting individual/ group. All deliveries to the Turnhalle shall be done thru the 9th street Tivoli entrance, or other designated loading areas

Loading and unloading of vehicles shall be restricted to Walnut and 11th streets, or other designated loading areas.

Food Trucks

All food trucks will follow the Auraria Campus Mobile Food Truck Policy. However, for use of the Tivoli Quad, food trucks will be restricted to Walnut Street. Food trucks must be part of a larger event reservation and will not be permitted independently at any time. Food trucks shall use the meter parking and fees shall be charged per hour of use, in addition to the designated fee for truck sales on campus (if applicable). Please see Facility Rate Guide for details.

Amplified sound

1. Amplified sound can occur Monday through Thursday from 10am to 10pm, and must be associated with a scheduled event.
2. Amplified sound will only be allowed in one zone at any given time, and cannot interfere with interior or adjacent events. Reservations will be made on a first-come, first-served basis. In the event that two groups wish to use the Quad on the same day, ACES will work with the two groups to reach a solution, but otherwise amplified use is first come, first served.
3. The sound level shall be kept at a level that does not disturb activities and instruction in nearby buildings, including the Tivoli rooms and Turnhalle. Amplified sound must comply with City of Denver Noise Control Ordinance. ACES will check decibel levels at amplified sound events.
4. Amplified sound equipment must be provided by ACES or secured through an approved vendor.
5. The individual/group contracting & scheduling the Quad shall be responsible for monitoring the use of PA equipment. This includes:
 - a. Assisting ACES personnel in set-up and take-down of equipment.
 - b. Remaining on the Quad throughout the entire event.
 - c. Monitoring the volume level of the amplified equipment.
 - d. Monitoring the time limits of the event.
6. ACES reserves the right to cancel an Amplified sound Event at any time. Possible reasons for cancellation include, but are not limited to, weather conditions, failure to properly monitor an event, or preemption of one event by another event.
7. Music performers may supply their own equipment. Electricity is limited and generators may be required. All equipment and electrical use must be preapproved by ACES staff.
8. There will be no amplified sound during finals week or quiet week.

FOOD TRUCK PROGRAM – Lawrence Street Turnaround

In the interest of maintaining a variety of quality food options in a safe environment, the Auraria Higher Education Center (AHEC) will provide oversight and management of the mobile food truck program.

1. All food truck vendors must be part of the Auraria approved Vendor List. Per the State of Colorado Insurance Requirements all food trucks are required to provide Commercial General Liability, Worker's Compensation Liability, and Automobile Liability insurance coverage and limits as specified by AHEC, including an additional endorsement that names AHEC as an additional insured party. The acceptance process takes five to ten business days upon submission of all the appropriate documents.
2. All food trucks are required to maintain a current Certificate of Insurance (COI). Any and all food trucks without insurance coverage or with expired insurance coverage, as noted in State of Colorado Insurance Requirements, shall be deemed non-eligible to participate in the Food Truck Program until a current and accepted COI is received.
3. A maximum of four (4) food vendor locations have been designated at the Lawrence Way turnaround between St. Cajetan's and the King Center. See the campus food truck map for the exact location.
4. Food truck access on campus is limited to one day a week, which has been designated as Mondays from 11:00 a.m. to 3:00 p.m., unless invited as part of a larger campus event.
5. The daily fee for participation will be a flat fee of \$75, which must be paid to AHEC in advance, at least one (1) week prior to the food truck vendor's scheduled Monday. This fee is refundable as a credit only with 72 hours advance notice of cancellation.
6. If a food truck is unable to attend, they must contact Student Facilities Services at least 24 hours in advance and then arrange for an acceptable food truck vendor replacement.
7. Food trucks may book only two (2) visits per month.
8. Food trucks may register for as many days within a given semester.
9. AHEC reserves the right to select a variety of food trucks with different menu options for any given Monday.
10. All food trucks must adhere to AHEC's campus sustainability guidelines.
11. All food trucks must arrive one (1) hour before service is open to the campus. All food trucks must be self-contained; no electricity will be provided.
12. All food trucks must have their serving windows open and ready to serve by 11:00 a.m.
13. All food trucks must be fully prepared and stocked to feed the campus for four (4) hours.
14. All food trucks must be staffed properly; one staff per truck will not be sufficient.
15. All food trucks must take credit card payments.
16. All food trucks are requested to mark gluten free products on their menus so that patrons are aware of such menu items.

17. The food trucks may not play music unless approved by the director of Student Facilities Services in advance.
18. Food trucks must prevent the disposal of any materials, including rinse-or wash-water, any spilled materials, or any waste, into streets, gutters, storm drains, or creeks on campus.
19. Any food truck that is late two (2) times will not be invited back.

Violation of any of the above policies will result in the loss of participation in the Auraria Campus Mobile Food Truck Program. Exceptions to this policy may only be considered by the director of Student Facilities Services. At all times, the director of Student Facilities Services has the authority and responsibility to relocate vendors to ensure safe ingress and egress to the campus.

PEACEFUL ASSEMBLY ON THE AURARIA CAMPUS

The Auraria Campus acknowledges and respects the rights of individuals or groups to gather on public property for the purpose of peaceful assembly.

Peaceful assembly is defined as any purposeful gathering on campus common exterior property by one or more persons whose conduct is peaceful and is in accordance with the campus rules, policies, procedures and laws including the Campus Weapons Policy, State of Colorado laws and rules with respect to weapons, and other policies outlined in this and other campus policies. Peaceful assembly includes but is not limited to; meetings, speeches, debates, demonstrations, marches, vigils, rallies, protests and similar meetings or gatherings that do not threaten or violate policies and rules, interfere with the administration or conduct of campus business or normal campus functions, regular schedules, or events, infringe on the rights of others, endanger the health or safety of others, or damage or destroy property.

An act by persons engaged in such assemblies which interferes with the rights of others, disrupts the normal functioning of the campus, damages property, or endangers health or safety is grounds for suspension or dismissal from the campus and/or removal from campus property. In addition, such actions may also be the basis for criminal charges by law enforcement authorities. Such assemblies are prohibited inside any campus building, classroom facility, or in any instance which interferes with educational functions or other scheduled activities. Persons refusing to vacate premises upon request are subject to immediate suspension of activities, and arrest under applicable municipal and state laws. Students or student organizations will be held to the standard of the Code of Conduct at their respective institutions if any standards in the code are violated during the assembly.

Recognized student organizations or campus community members at large should work with their Student Activities/Student Life Offices and the Auraria Campus Events Services Office (ACES) to ensure proper coordination. Other persons or organizations planning assemblies on the Auraria Campus are strongly encouraged to work with a campus entity, either a student organization or a recognized institutional department. Further, other persons or organizations are strongly encouraged to coordinate their activities and plans in advance through the Auraria Campus Events Services Office (ACES). This coordination is requested so as to prevent disruption of normal campus activities and avoid endangering the health or safety of persons or damage to

property. Non-campus community members should register with ACES prior to engaging in peaceful assembly type activities and to assure that other activities will not be impacted.

GUIDELINES FOR OFFICER ASSIGNMENT FOR EVENTS WITH ALCOHOL

The Auraria Campus hosts a variety of events, sponsored by a wide variety of clientele. Many events associated with official institutional functions may involve alcoholic beverages being offered. Institutionally-sponsored receptions and banquets are examples where the host may wish to provide alcoholic offerings as a beverage option with the function. These events are generally attended by professionals of the institutions and/or guests and visiting dignitaries of the institutions. For these types of events, alcohol is almost always consumed by those that partake in it responsibly. In these instances, Auraria Campus Police Department (ACPD) officer coverage is generally not necessary. However, special consideration should be given to events hosted by student organizations and third-party guests to the campus.

The following guidelines will provide direction with regards to decision making about the need and extent of officer coverage that may be assigned for an event where alcohol will be served.

1. All Category 3 (third-party entity) events will have Officer/Neighborhood Community Officer (NCO) coverage assigned by the AVP of Operations & Services or their designee.
2. All Category 1 (student-oriented) events will have Officer/NCO Coverage assigned with consultation by the AVP of Operations & Services or their designee, the Commander of Investigations & Community Relations, and the Director of the respective institutional Student Life and/or Student Activities Office.
3. All Category 2 and departmental-oriented Category 1 events will be reviewed individually by the AVP of Operations & Services or their designee to determine if additional coverage is warranted and at what level. In most cases, it is anticipated that these events will be monitored by ACES staff with ACPD being notified prior to the event.

All events where alcohol is scheduled to be served must be individually reviewed with respect to ACPD coverage levels and signed off by the AVP of Operations & Services or their designee. The level of coverage will have general parameters agreed to by ACPD leadership and the AVP of Operations & Services or their designee, based upon factors such as number of attendees and the amount of time that alcohol is available. While these parameters will help with the assigning of officers, each event will be evaluated and coverage assigned based on the judgment of the AVP of Operations & Services, or their designee.

A signed Alcohol Permit must be available for verification at any event where alcohol is available for consumption. If alcohol is present and being consumed and no permit is able to be produced, the service of alcohol may be terminated. Further, depending on the situation, the remainder of the event may be canceled at the discretion of the onsite ACES staff person.

CATERING

The Auraria Campus features a variety of caterers who are authorized to provide services within the buildings and on the Campus grounds. This approach has been selected in order to allow users of the Campus facilities to have multiple catering options. Food or beverages served in the Auraria Campus facilities must be provided by one of these Authorized caterers (no other caterers will be allowed to serve within the conference facilities). Auraria Campus Event Services will serve

as the control point for proper utilization of Authorized Caterers.

Exceptions to this exclusive option include: institutions, recognized student organizations and community groups who are catering in “Neighborhood Buildings” or in Campus Outdoor spaces; commercial Student Auxiliary lease holders who wish to cater within their leased space; existing Tivoli restaurant lease holders who cater within their leased space or recognized student organizations, Student Activities/Student Life Offices and official departments, which involve an attendance of less than 35.

At the time of placing the reservation request, notify the ACES staff of the type of catering planned (i.e., banquet, reception, light breakfast, etc.) and the Authorized Caterer that you plan on using. The staff will provide information about the designated caterers and contact phone numbers, etc.

Consult with your caterer regarding necessary lead time for major banquets set-ups, etc. Scheduling of additional time to allow for catering set-ups and clean-ups may be required dependent upon the nature of catering services. The client scheduling the room will be responsible for any additional charges associated with holding the room extra time for catering set-up and clean-up. Failure to schedule extra set-up and clean-up times will result in the client being charged accordingly, and may result in additional penalty fees if the set-up or clean-up disrupts other scheduled events.

Recognized student organizations and the Student Activities/Life Offices which schedule open campus events may be exempt from the exclusive catering option, provided the following conditions apply:

1. Food items are to be distributed, not sold.
2. Food items are limited to single serving, pre-packaged chips, pretzels, crackers, and candy or other items as approved by the Director of Student Facilities Services or their designee.
3. Beverages are limited to single canned, single serving sodas, ice teas, and fruit drinks. Glass bottles are not allowed.
4. Any required licensing, insurance or associated fees are the responsibility of the sponsoring organization.