

EDU Facility Policies and Procedures



EDU, located at Denver Place, 999 Eighteenth Street, is an educational facility managed by the University of Colorado Denver. The building is open to use by the public, as provided in the policies of the University of Colorado Denver.

Amenities and Inclusions

- Small kitchen equipped with sink, dishwasher, microwave and refrigerator
- Restrooms (accessible in main atrium)
- Common spaces
- Access to restaurants
- 75 chairs
- 29 5' x 18" Classroom tables
- Retractable screen
- LCD projector
- In-house audio system
- Podium with microphone
- Video conferencing capability

EDU Square Footage, Seating Capacity & Rental Rates

Room	Sq. Ft.	Standard	Small Groups	Chevron	U-Shape	Square	Theatre	Reception	Community/ Public	Campus	SEHD
Classroom A	540	42	42	42	15	15-20	67	90	\$250/day	\$150/day	Free
Classroom B	420	42	42	42	12	12-18	52	70	\$250/day	\$150/day	Free
Combo Classroom	1000	75	70	70	28		70	166	\$400/day	\$300/day	Free
Large Con Room	540	16			12-15	16-20			\$200/day	\$100/day	Free
Small Con Room	420	10							\$200/day	\$100/day	Free
Work Room A	N/A	6 - 8							\$50/day	\$25/day	Free
Work Room B	N/A	6-8							\$50/day	\$25/day	Free

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Hours of Operation

EDU meeting rooms are available to rent during these hours unless otherwise negotiated.

- Monday –Friday: 8 am – 5 pm
- Saturday*: 8 am – 1:00 pm
- Sunday: Closed

*Special requests for extended hours may be made to the EDU coordinator for consideration on a case by case basis. Additional fees will apply for additional equipment rental needs, extended hours, and an on-site event manager. Requests must be made at least two weeks in advance.

- The EDU space is not available on standard University of Colorado Denver campus [holidays](#).
- EDU reserves the right to cancel and/or postpone an event due to inclement weather. This includes, but is not limited to, canceling an event when weather conditions do not allow the building to be open and/or prohibits the ability to effectively clear snow for a safe environment.

Reservation Process

- Contact EDU for availability and scheduling at edu@ucdenver.edu.
- Return a completed [reservation form](#) to edu@ucdenver.edu.
- Reservations are confirmed once a completed reservation form is received.
- Payment is accepted in the form of a check made payable to University of Colorado Denver and an invoice will be sent out via email following the conclusion of the event.
- Tentative holds will be given first right of refusal and will have 24 hours to confirm reservation if another party wishes to book the room.

Cancellations

EDU must be notified of cancellations at least 14 days prior to meeting date in order to avoid being charged the reservation fee. Notifications received less than 14 days prior to the reservation date will be charged the full reservation fee. If payment was submitted in advance, refunds will be granted if EDU is notified at least 14 days prior to the reservation.

Trainings/Walkthroughs

Meeting organizers may request a walkthrough prior to the event to review room set-up, audiovisual, space restrictions, etc.

Deliveries

- Deliveries to EDU must follow the building policies of The Denver Place.
- Any delivery to EDU must be met by a representative of the user and must occur during normal building hours.
- EDU does not take responsibility for deliveries or storage of materials and equipment.

Audio Visual Equipment

- In the event that audio visual equipment is lost, stolen or damaged, group will be held liable for replacement and repair costs.
- It is the responsibility of the meeting organizer to turn off the LCD projector when not in use and at the end of the event.

EDU Facility Policies and User Agreement

Thank you for reserving our space for your class or event! We are happy to have you as our guests. To ensure the safety and comfort of all, we ask that you read the following policies, initial each to indicate your understanding and agreement, then sign at the bottom and return a copy to our office before the day of your visit.

Initials	Policy
_____	Writeable Walls You may write only on the walls that are designated with a “wink” graphic! Only use dry erase markers (available upon request) on writeable walls and clean the walls at the conclusion of your session with the erasers and cleaning spray provided. If any of your group writes on a non-designated surface, or writes on a designated surface with anything other than dry-erase markers, a minimum fee of \$150 will be assessed to cover cleaning and/or repainting. Do not attempt to clean these marks yourself, as this could cause the marks to be permanent.
_____	Audio Visual Equipment All technology requirements should be pre-arranged with EDU. Arrangements should be made in advance for any training or tech support that may be needed. We do not provide computers. <ul style="list-style-type: none">• Most rooms have LCD projectors and flat screen monitors; you will need to check in advance to make sure the reserved space has the necessary equipment. Projectors and monitors use VGA or HDMI connections. Mac users will need to bring an adapter.• The classroom has an in-house audio system and a podium with a microphone.• LCD projectors must be turned OFF when not in use and at the end of the event.• In the event that audio visual equipment is lost, stolen or damaged, you will be liable for replacement and repair costs.
_____	Room Set-Up; Dividing Wall <ul style="list-style-type: none">• If your room configuration needs to be changed, please ask for staff assistance (if available). If no staff is on site, please refrain from dragging the tables. Room must be put back to its original configuration at the conclusion of the session.• Do not write on the dividing air wall in the classroom, attach anything to it, or put furniture against it. If the wall needs to be opened or closed, please arrange this in advance with EDU. For safety reasons and to protect the wall from damage, do not attempt to move it yourself! If any damage to the wall occurs, you will be liable to pay the cost of repair or replacement.
_____	Food & Beverage <ul style="list-style-type: none">• You may hire the caterer of your choice.• You must be present at all times when a caterer is on site.• Catering must be set up inside the room reserved unless alternate arrangements have been made with us.• Lit sterno must be attended at all times.• The kitchen area, if used, must be left clean following the event.• All leftover food and catering equipment must be removed promptly from the kitchen and meeting space following the event and may not be placed in the refrigerator.• All waste should be placed in provided receptacles that will be emptied by the building’s cleaning crew each evening.• You will be held responsible for any cleaning fees assessed as a result of your visit.

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_____	<p>Alcohol Consumption on Premises</p> <p>Any on-site presence of alcohol must be pre-approved by the Executive Director of CPE.</p>
_____	<p>Open Flame</p> <p>The use of lit candles, incense, or any open flame is not permitted. Sterno must be attended at all times.</p>
_____	<p>Decorations</p> <p>It is not permitted to affix material to the walls, floors, doors or ceilings or to alter the EDU space in any respect without prior written approval by EDU. If, with or without EDU approval, damages occur, you are liable to pay the cost of repair or replacement.</p>
_____	<p>Access to the Space</p> <p>CPE staff is on site between 8:00am-5:00pm Monday – Friday. Access to the space outside these hours will be worked out with each group in advance of the reservation date.</p>
_____	<p>Exterior Doors</p> <p>For safety reasons, exterior doors may not be propped open under any circumstances. Clear access to rooms and hallways must be maintained at all times; exits may not be blocked for any reason.</p>
_____	<p>Cancellations</p> <p>Please notify CPE immediately of any wish to cancel or reschedule an event so that we are able to make the space available for another party and/or adjust staff coverage. No-shows may be charged the full amount of any reservation or a cancellation fee.</p> <p>CPE reserves the right to cancel and/or postpone an event due to inclement weather. This includes, but is not limited to, canceling an event when weather conditions do not allow the building to be open and/or prohibit the ability to effectively clear snow for a safe environment.</p>
_____	<p>After-Hours Emergencies</p> <p>When the office is not staffed and a situation arises in which it is imperative you speak to someone, you may call the numbers below (emergency situations only, please!). Denver Place security: 303-243-3830 (regular business hours); 303-243-3230 (after hours)</p>
_____	<p>Materials Storage</p> <p>Before leaving any materials overnight in our space (including posters, supplies, or equipment), arrangements must be made in advance with CPE staff.</p>
_____	<p>Deliveries</p> <ul style="list-style-type: none"> • Deliveries to CPE must follow the building policies of the Denver Place building. • Any delivery to CPE must be met by your representative of the User and must occur during EDU’s normal operating hours. • EDU does not take responsibility for deliveries or storage of materials and equipment.
_____	<p>Additional Amenities</p> <ul style="list-style-type: none"> • Restrooms are located outside the EDU space in the Denver Place atrium. Restrooms require an access code for entry; please be sure to request the current codes on or before your reserved date.

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_____	<ul style="list-style-type: none"> • For an additional fee, your group may connect to EDU’s wireless Internet service. If you decide you would like to use our Wi-Fi, please contact one of our staff to provide you with log-in information. • There is a Keurig available for public use in the kitchen area. Please provide your own K-cups and other supplies. • Should a lactation room be required, the work room closest to the kitchen area has a curtain and may be utilized for this purpose if it is vacant. The code to access the room is 35789#. • There is a vacuum cleaner in the closet by the front desk, in case of visible crumbs or other spillage resulting from your visit. • The EDU photocopier is not available for use by guests; however, should there be a last-minute need for copies, you may request assistance from EDU staff. Copies will be charged at \$0.05 per page.
_____	<p>Miscellaneous</p> <ul style="list-style-type: none"> • This is a working office, so please be respectful of the staff. Phone calls and conversations should be limited to the atrium of the building or the group’s reserved meeting space. Staff work areas are off limits to visitors. • Bicycles may not be brought into our office space. They may be locked in the parking garage below the building; access through the building elevators or via the access ramp on the Curtis Street side of the building. We advise against locking bicycles on the sidewalk due to high incidence of theft. • Anything unusual about your event that is not covered by this document (such as children being present, ...) should be discussed in advance.
_____	<p>Assessment of Fees</p> <p>In addition to any fees described elsewhere in this document, the following fee structure is in effect:</p> <ul style="list-style-type: none"> • If carpets become unduly soiled as a result of use by your group, a carpet cleaning fee of up to \$150 per area may be assessed. • If any damage resulting from careless or improper use occurs to the space or its contents (including, but not limited to, the hanging air wall, furniture, technology, walls, and personal possessions of staff), the User may be charged for the actual cost of repair or replacement. • Lost access card

The undersigned hereby takes full responsibility for any damage/loss incurred during the use of the facility and agrees to the above rules and regulations. This agreement remains in effect for one year from the date signed.

Printed name: _____

Authorized signature: _____ Date: _____

Please return this form to EDU at edu@ucdenver.edu 3 weeks prior to requested meeting date.