

EVENT SERVICES EVENT GUIDELINES OVERVIEW

We are happy to offer centralized Event Services and scheduling; representing all event areas on campus. Let us know what type of event or meeting you are planning and we can help find the right location. Please note that each location has specifications for the layouts, equipment, AV/tech provided. Please speak with your Event Services Coordinator to determine what space makes the most sense for you.

Reservation Definitions

- **Major Reservations:** Reservations held in one or more for the Major Event Spaces (Berger, Gallogly, Upper Lodge, Kettle Creek) or occupying four (4) or more meeting rooms on a given day.
- **Simple Reservations:** Reservations that do not require needs outside of the standard layout and equipment for that space.
- **Business day** is defined as the following hours of operation for the Event Services office: Fall and Spring Semester Monday – Friday 8 a.m. – 4:30 p.m. Summer Monday – Friday 8 a.m. – 4 p.m

RESERVATIONS

Reservation Disclaimer

- Reservations shall be made through Event Services and are reserved on a first-come, first-served basis based on priority use outlined in the University Policy. The department of Event Services reserves the right to assign or move events to the best available space if the requested space is unavailable.
- [Scheduling and Use of University Facilities and Physical Space- 400-001](#)

Reservation Communication:

- For all University Departments and External clients, all event requests must be completed through the online Event Services form found on the Event Services website. Please be sure to designate a single contact, or a documented event designee for coordinating event reservations, especially with planning committees. Only this single contact, or designee documented on the reservation will be able to make adjustments to the reservations.
- For registered Student Organizations, all event requests must be submitted via Mountain Lion Connect and follow the event request process as outlined by the Department of Student Engagement.

Reservation Essentials:

- Each **Reservation BEO** should be treated as an **INVOICE** and carefully reviewed for accuracy. It is the client's responsibility to review all charges, deadlines, diagrams, and setup details for their meeting or event. **By reviewing the BEO, clients agree to all stipulated terms and deadlines.** All events with diagrams must have the diagrams signed with each update prior to event start.

Reservation Holds

- **If multiple dates** and/or locations are requested and reservations are created for the same event, the client has thirty (30) days from the first date of the reservation to finalize the date and/or locations of the event and release all other dates and/or locations held. This is to allow university departments, recognized student organizations and non-university clients to utilize event space.
- When a reservation is in a tentative or hold status, clients are allowed to challenge other clients for the reserved space. If a challenge is initiated, Event Services will inform the original booking client of the challenge. The client of the original booking is required to respond within three (3) business days to confirm the reservation or release it. If the client does not respond within the timeline, the booking will be released to the client who initiated the challenge.

Reservation Payments

- University departments' and student club's and organizations speedtype is required for all event bookings ten (10) business days (excluding event day) prior to major event reservations and three (3) business days (excluding event day) prior to simple event reservations. If speedtype is not received by this deadline, the event may be cancelled.
 - Events will remain tentative until payment information has been received.
 - The client speedtype provided will be billed post-event if charges are present
 - Student Clubs/Organizations must have payment approved by Student Engagement
- Non-university clients please refer to the Facility Use Agreement issued by an Event Services Coordinator for details.

TIMELINES

Event Hours

- All events supported by Event Services must fall within the University Center building hours, as staffing is based out of the University Center. This includes time for set up/tear down.
- Individuals and groups are not permitted within the University Center or service areas after closing hours except with the expressed permission of the University Center Director or designee.
- Events that require an early opening or late closing of the building or event areas must be arranged and approved through Event Services no less than 10 business days prior to the event date. A building opening fee and an hourly labor fee will be applied to the reservation.

Deadlines

- **Reservation Deadline for Major Reservations**
 - To allow time for proper review and schedule staffing for use of major event spaces, and the added time necessary to appropriately plan for a large-scale event, these spaces should be reserved a minimum of thirty (30) days in advance of the requested event date.
- **Request Deadline for Simple Reservations**

- To provide adequate time to accurately process a request and coordinate services, meeting rooms and tabling events must be reserved at least three (3) business days in advance of the meeting/tabling date. Requests for meeting space less than those three (3) business days of the meeting time may be accommodated as long as staff are available to handle the request without adversely affecting other customers, or the building operations.

Changes in Scope:

- Requests for changes to reservations, including layout, equipment, furnishings, and staffing made within 10 business days are not guaranteed, and may be approved or denied based on staffing, equipment, and space availability. Event Services will always communicate in full if we are unable to accommodate a request.
- All requests for major events changes with less than 10 business days notice are subject to express fees per communication (email, phone call, in person conversation, etc.).

Unapproved Changes

- In Major Event Spaces, clients are not to move, alter or adjust the furnishing and/or equipment if the Production Team is unable to accommodate their requests. Adjustments and alterations made by the client are subject to express/labor fees, as well as the total fee for replacing any equipment or repairing the facility damaged by the client.

Room Availability

- Access to event spaces will be at the agreed reservation start time, and meetings will end at the agreed reservation end time. Persons and organizations using the space they reserved are held responsible for leaving the room in the same condition in which it was found. Any need for adjustments in room arrangements, food orders, etc. must be made through Event Services.

Cancellations

- Events cancelled within 2 business days within Major Event spaces, and General Event spaces, will be charged a cancellation fee assessed at the labor rate to set the room.
- Cancellations of Early Open and Late Close events will also be an assessed labor fee.

No Shows

- Events are considered 'no show' when event participants fail to show up or cancel their event. Additionally, groups are not allowed to use the reserved space for functions other than originally reserved. Groups that are considered 'no shows' may forfeit the ability to reserve space in the future.

Forced Majeure

- Neither party shall be liable for delay in performance or failure to perform any of their obligations (other than payment), if the delay or failure results directly or indirectly from any (i) government directive, order or regulation; (ii) equipment failure or breakdown so long as such equipment has been properly maintained and operated; (iii) failure or delay of transportation;

(iv) suspension or cancellation of any required license; (v) insurrection; riots, national emergencies, pandemic; war; acts of public enemies, strikes or other labor difficulties; (vi) fires, floods, earthquakes, lightning or other extreme weather conditions; or (vii) any other similar catastrophes or acts of God. The party affected shall give the other party prompt notice of any such Force Majeure event.

Weather Backups

- Clients have the burden of reserving the weather back up location for their events. The weather call for these spaces must be made 2 business days in advance of their event start time, in accordance with the Cancellation timeline. Weather calls made after this time are subject to the same cancellations fees as stated previously.
- University Center Production has authorization to make weather calls for Tech equipment at any time. Regardless of the event's start time, and regardless if the event is already in progress.

EVENT SPACES

University Center/Event Services Event Spaces

- These spaces are directly supported by Event Services and the Event Production team through equipment and AV/Tech support. These are spaces are supported by the UC Student Fee and all equipment and staffing provided is student fee funded.
 - University Center
 - Dwire 204
 - Kettle Creek
 - Upper Lodge
 - West Lawn
 - Gallogly Event Center*
 - Cucharas and Breckenridge Classrooms*
 - Daniel K-12*

*These are shared spaces with other University Partners, additional permissions and planning is required for events in these spaces.

General Event Spaces

- General Event Spaces are supported by Event Services and the Event Production team, however they are managed by other departments or individuals. Please note equipment (tables, chairs, AV, etc) provided by Event Services is a student fee funded purchase and is therefore restricted to use in the student-fee funded spaces (Auxiliary Event Spaces). Delivery of equipment to General Event Spaces will accrue a labor and delivery cost.
 - Academic Classrooms
 - Recreation Center including Alpine Fields
 - Ent Center
 - Outdoor Spaces
 - UCCS Downtown

- Library 2nd floor Apse
- Heller Center
- Lane Center
- Cyber Security

ROOM LAYOUTS AND SETUP

Room Layouts

- Event spaces across campus are broken out to **Major Event Spaces**, **Multi-Purpose Meeting Rooms**, and **Standard Meeting Rooms**. Each space is defined by which layouts/equipment is available to the client. Please work with your individual coordinator to determine what is feasible. Please see the below list for more details.
 - **Major Event Spaces:** Spaces that allow for customized room layouts.
 - UC-Berger Hall
 - Gallogly Event Center
 - Upper Lodge
 - Kettle Creek
 - Heller Lawn
 - **Multi-Purpose Meeting Rooms:** Meeting rooms that allow for multiple standard layouts. These spaces come with standard furniture, equipment, and layouts. Please refer to layout diagrams for more details on the options available for this space.
 - UC 303
 - UC 122
 - Heller Main House
 - **Standard Meeting Rooms:** These spaces have standard layouts that do not change. These spaces must be used with the existing furnishings.
 - Breckenridge Classrooms
 - Cucharas Classrooms
 - Dwire 204
 - Daniel's K-12
 - UC 124
 - UC 126
 - UC 302
 - UC 304
 - UC 307
 - UC 309

Room Turnovers

- Fees will be assessed to a client when the needs for any space exceeds the standard layout, includes unusual demands, or rooms have been rearranged without being returned to their original state.

Event Logistics

Parking

- All parking for Departments is coordinated via UCCS Parking and Transportation Services. External clients must be coordinated through Event Services. More information can be found online at <https://pts.uccs.edu/>

Decorations

- Decorations are defined as something used for decorating, adornment, or embellishment.
- Tape (excluding painter's tape), adhesives, tacks, pins, nails, anchoring systems or surface-hanging apparatuses are not permitted.
- Adhesive, glitter, confetti, confetti cannons, feather boas, excessive feathers, artificial snow, rice, bird seed, sand weights, dance wax, powder, or other similar materials are not allowed.
- Failure to comply will result in additional fees to cover the cost of necessary repairs, cleaning, and labor associated.
- For decorations involving open flame or candles, see Open Flame and Candle guidelines.

Damage and Cleaning

- The sponsoring group is responsible for any and all damages and cleaning beyond the normal wear and tear. The University Center (UC) and Event Services (ES) reserves the right to inspect and control all functions. Any organization that shows disregard for facilities and equipment may be charged additional fees, be denied further use of event services' event space, and/or be referred to the appropriate authority for disciplinary action. The University Center Event Services will not assume responsibility for the damage to, or loss of, any merchandise or personal property.

Emergency Management

- Some events may require pre-approval and/or permitting from the Emergency Management team. These events require forms to be submitted to Emergency Management 10 business days in advance and are approved or denied at the discretion of the UCCS Emergency Management team. Event Coordinators will help determine which events qualify for Emergency Management approval.

Fire Code

- To comply with fire code requirements, please be aware of the following:
 - all doors and exits must be kept clear of items and people at all times
 - no furnishings, equipment or displays are allowed outside of reserved spaces without prior Event Services approval
 - all room capacities listed on diagrams must be observed

Open Flame and Candles

- No person may ignite or use an open flame or candles in any facility.

- Request for exemption from this policy may be submitted to Event Services to be approved in writing by both the Fire Marshall and the Director of the University Center and Event Services or their designee.
- See [UCCS Policy 400-001 Scheduling and Use of University Facilities and Physical Space](#)

Power Access:

- All power access must be coordinated through Event Services. The client is responsible for advising the Event Services Coordinator of any power needs by the deadline listed under Timelines. Additional equipment, setup and labor fees may apply.
- Any fees associated for power access that requires Facilities Electricians will be applied to the reservation.

Security

- The University reserves the right at all times to control all licensed facilities and resources and to enforce all applicable laws, rules and regulations. Duly authorized representatives of the University may enter licensed premises for maintenance emergencies, safety concerns or if illegal activity is suspected. Doors cannot be locked for event Purposes.
- The University will maintain the right to determine and require the appropriate event security for any event held on our premises. Events may be subject to cancellation due to security or safety concerns at the university's sole discretion at any time, up to and during the Event itself. Clients may request additional security, and the University may require additional security, for which the client may be responsible for cost.

Storage

- At its discretion, Event Services may agree to store a limited number of boxes and materials delivered within twenty-four (24) hours prior to the program/event. Due to space constraints, Event Services cannot store materials delivered more than 24 hours in advance. The University accepts no responsibility for safeguarding these materials, especially materials stored in event spaces that are open to the public like Berger and Gallogly.

Animals on Campus

- All events and event participants must adhere to campus policies in regards to animals
- See [Policy 400-012 Animals on Campus](#)

Minors on Campus

- See [Policy 100-019, Protection of Children/Minors on Camp](#)

Catering

- UCCS Dining and Hospitality Services has "first right of refusal" for all UCCS campus catering and concessions.
- See [Catering Guidelines](#)

Video Production

- Please review [Event Production Streaming Terms and Conditions](#)

Alcohol

- Alcoholic Beverages are restricted on UCCS property. (See [UCCS Policy 100-003 Use of Alcohol.](#))

Specialty Equipment -

- Specialty audio video, lighting, and equipment needs beyond the University Centers inventory can be arranged for an additional fee. Rental equipment is subject to terms and agreements through 3rd party vendor and may differ depending on request. Late cancellations, administrative fees, harmless liabilities may apply.