



*The Fun in Fund Raising or*

# The Risk of Special Events Avoidance and Mitigation



University of Colorado  
Denver | Anschutz Medical Campus

# Use of Campus Facilities

## Follow the rules:

CU Denver: Facilities Use by Employees and Students (personal use of facilities)

[http://www.ucdenver.edu/faculty\\_staff/employees/policies/Policies%20Library/Admin/UsingUCDFacilities.pdf](http://www.ucdenver.edu/faculty_staff/employees/policies/Policies%20Library/Admin/UsingUCDFacilities.pdf)

CU Denver: Non-University Use:

[http://www.ucdenver.edu/faculty\\_staff/employees/policies/Policies%20Library/Fiscal/FacilitiesUseExtEnt.pdf](http://www.ucdenver.edu/faculty_staff/employees/policies/Policies%20Library/Fiscal/FacilitiesUseExtEnt.pdf)

CU: Facilities Use by Non-University Groups – Insurance Requirements

[https://www.cu.edu/policies/policies/F\\_FacilitiesUse-InsReq.html](https://www.cu.edu/policies/policies/F_FacilitiesUse-InsReq.html)

Auraria: <http://www.tivoli.org/eventservices/index.html>

University Risk Management: On Campus Risk Management Guidelines and Risk Assessment <https://www.cu.edu/risk/> [Mary.Beacom@cu.edu](mailto:Mary.Beacom@cu.edu)

# Approvals, Permits, Procedures

Campus event may require approval from: Controller's Office, ESS, Facilities Management, AHEC, Dean

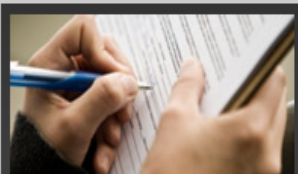
Film Approval: Photo/Video/Film Application for filming at AMC, Denver, Auraria

Space Reservations (University department as well as affiliated or outside agency)

Contact the respective resource for the following:

- Activities that may impact roads, sidewalks, parking, traffic (AMC ([Mike.Vigil@ucdenver.edu](mailto:Mike.Vigil@ucdenver.edu)), AHEC or the City)
- Security (AMC or AHEC Police)
- Use of equipment/tables/chairs/tents, Setup, Janitorial service (AMC or Denver Facilities or AHEC)
- Grounds, Parking (AMC Facilities or AHEC)
- Fire and life safety (AMC Facilities or AHEC)
- Hazardous chemicals or materials (Environmental Health & Safety –AMC or Denver)
- Insurance or waivers (University Risk Management)

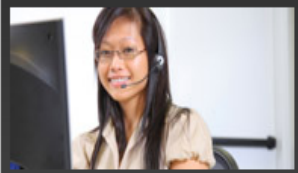
Billable Services & Minor Construction Price List  
Photo/Film/Video Request/Approval Process



→ Work Request



→ Utilities Outages



→ Customer Service

QUICK LINKS:

Follow links to report problems / view information or call the Customer Service Center at 303-724-1777 for further assistance.

The table below can be sorted by **Service Needed** or by the **Department** responsible for those services.

You can also use the Search box for any word or phrase within the service index table.

To request service, click the corresponding **Work Request Form** (if applicable) or visit the service or department's Web page.



**Services offered from Facilities Management:**

Search services for:  ([view all](#))

Service Needed:	Department:	Request Forms:
Special Events	Special Events and Set Up Services	<a href="#">Special event setup form</a>
Special Events Parking Information	Special Events and Set Up Services	<a href="#">Special Events Parking Information</a>
Special Events Parking Reservation	Special Events and Set Up Services	<a href="#">Special Events Parking Reservation Request Form</a>
Special Events Shuttle	Special Events and Set Up Services	<a href="#">Special Events Shuttle Request Form</a>
Event Setup Request	Special Events and Set Up Services	<a href="#">Event Setup Request</a>



Home > Room Scheduling

Classroom Services

- Classroom/AV Support
- Educational Lab Support
- Audiovisual Equipment Checkout
- Computer Support

Room Scheduling

Testing/Eval

Recording

- Panopto
- RSS Recording

Videoconferencing

Web Conferencing

Contact Us

ESS Productions

About

# ROOM SCHEDULING

## Educational Support Services

Educational Support Services schedules a number of classrooms, multipurpose meeting rooms, computer teaching labs, small group rooms, lecture halls, auditoria, and conference rooms on the Anschutz Medical Campus. Every effort will be made to meet your classroom or conference room needs.



In addition, Educational Support Services schedules the use of the Education Quad, Research Quad, Parade Grounds, the Island in front of and the East/West lawns of Bldg. 500, P-28-3100 North Deck and the P28-3300 South Deck. We also maintain a list of additional rooms on the Anschutz Medical Campus.

Reservation requests and queries may be made by using the

Virtual EMS Online Room Management System located at:

# CU Denver Spaces

Terrace Room, LSC

Contact Zack Strober [zack.strober@ucdenver.edu](mailto:zack.strober@ucdenver.edu)

Lawrence Court

Contact LindaTheus-Lee [linda.theus-lee@ucdenver.edu](mailto:linda.theus-lee@ucdenver.edu)

Auraria

Contact Auraria Campus Use and Support Services  
<http://www.ahec.edu/events.html>



**Auraria Campus Use & Support Services**  
Auraria Campus




**Auraria Campus Events Calendar**

**AURARIA CAMPUS QUICK LINKS**

- ▶ Auraria Higher Education Center
- ▶ Auraria Business Services
- ▶ Campus Scheduling & Events
- ▶ Auraria Police Department
- ▶ Emergency Preparedness
- ▶ Facilities Services Work Orders
- ▶ Human Resources
- ▶ King Center
- ▶ Parking & Transportation Services
- ▶ Student Programs & Services

### Auraria Campus Use & Support Services

A Division of the Auraria Higher Education Center 

Auraria Campus & Support Services provides scheduling, event coordination, and event support for the historic Tivoli, St. Cajetan's, St. Francis, Event Center, and campus common and outdoor areas. The Auraria Campus has a broad range of venues that can accommodate weddings and receptions as well as information tables and soccer tournaments.

[Enter the Auraria Campus Use & Support Services Webpage](#)

#### Location

The Auraria Campus Use & Support Services office is located inside the Tivoli Student Union on the Auraria Campus at 900 Auraria Parkway in Suite 325.

Our mailing address is  
Campus Box TIV-1,  
P.O. Box 173361  
Denver CO 80217-3361.

#### Phone Numbers

Main Number (303) 556-2755  
Fax Line (303) 556-6346



# Use of Off-Campus Facilities

## Public venues

- Agreement may be required
- Insurance certificate requirements

## Licensed venues

- No private event application required
- OF required

# Assess the activity

Ballroom dancing

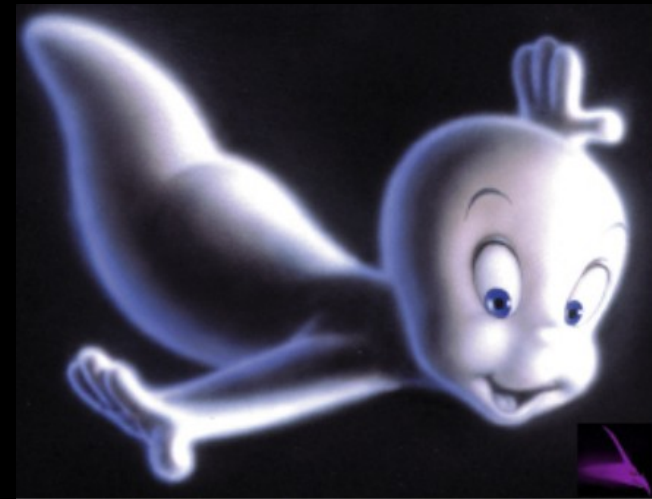
Big truck and tractor rally

Bicycle race

Barbecue contest

Darts tournament

Haunted tour bus





# Risk Management Guidelines

## Use of Waivers

- [URM waiver guidelines](#)

## Use of Volunteers

- [URM website Use of Volunteers Guidelines](#)

## Use of Vendors, Independent Contractors

- Insurance certificate required for third parties unless waived by Risk Management
  - [Special events insurance for non-university groups](#)
  - Signed indemnification agreement
- Licenses
  - Food vendors should have a retail food establishment license (can be mobile license if food is not prepared at the restaurant location)
  - AHEC has separate food vendor requirements

# Alcohol



ALCOHOL MAY BE SERVED AT A UNIVERSITY EVENT WHEN ALL UNIVERSITY SYSTEMS, CAMPUS PURCHASING AND PROCEDURAL AND CITY/COUNTY/ STATE REQUIREMENTS ARE FOLLOWED.

[APS Alcoholic Beverages Purchased for University Events](#)

[PPS Alcoholic Beverages Purchased for University Events](#)

[PPS Recognition and Training](#)

[APS Propriety of Expenses](#)

[PPS Sensitive Expenses](#)

[Alcohol \(CU Denver Campus Policy\)](#)

[Alcohol \(Auraria Campus Policy\)](#)

[University Risk Management Alcohol Guidelines and Risk Assessment](#)

# Private Event

An event where alcohol is served that is not open to the general public. In order to be a Private Event, the Event must satisfy all of the following:

- Invitation only: Invitations to the Event must have been sent to specific individuals. This does not include an event where attendees register in response to an announcement of the event.
- Guest identification: There must be a mechanism in place for identifying invited guests at the entrance to assure that only invited participants enter the event.
- Not open to the public: The event cannot have been advertised as being open to the public.
- Alcohol is free, donations not required or registration fee for all regardless of alcohol consumption.

# Private Event Process

## Required Attachments/Acknowledgements

- Complete [Official Function](#) or Fundraising Authorization form signed by approving officer
- Complete CU Denver Private Event application [www.cu.edu/risk](http://www.cu.edu/risk)
- Review University Policies
- Review [Risk Assessment and URM Alcohol Guidelines Requirements](#)
- Email OF/FA and app to [urmucddirs@cu.edu](mailto:urmucddirs@cu.edu)
- OF/FA and app are emailed to Shaun McMullin, Katie Goodwin and Steve Smidt for comments



# Alcohol Service



Who's serving?



Who's counting?



Who's carding?  
Over 21?

After 5  
(not  
during regular  
work  
Hours)

# Private or Special Event Permit?



## Access control:

Invitation only  
Attendee identification  
Defined and restricted area

## No sale of alcohol:

No admission or charge for alcohol  
If a donation it can not be a specified amount  
If a registration fee it must be unrelated to alcohol

## Signage:

“Private Event” at entrances  
“No Alcohol Beyond this Point” at exits