

Room Reservations

All room scheduling, other than study rooms (controlled via Westminster Library) and certain private conference rooms, are controlled by the Sturm College of Law (SCOL) Dean's suite staff. Any University of Denver requests are subordinate to SCOL needs and subject to Dean's permission and discretion.

Internal Parties, University of Denver Affiliated:

To make a reservation in the Ricketson Law Building, please go to <https://reg25web.du.edu> and click "My Requests" (top left). You will need to use your Pioneer I.D. number and password (the same as Web Central) to access the request page. Please enter as much information as you can (all SCOL sponsoring organizations will be under S for SCOL. If you do not see your organization in the drop down box, please contact reservations@law.du.edu. If you would like to select a specific space, all SCOL rooms begin with L for Law).

External Parties:

For those hoping to reserve a room that do not have a Pioneer I. D. number, please submit a request form to reservations@law.du.edu, using the revised, Room Scheduling Request Form. Available at: <http://www.law.du.edu/cle/documents/roomReservation.pdf>.

Reservation procedures:

1. Read the Sturm College of Law Ricketson Building policies and guidelines and then complete the Room Reservation Form.
2. Please submit a request form to reservations@law.du.edu.
3. Provide organization's copy of certificate of insurance.
4. Verify receipt of confirmation with the Office of the Dean.
5. Schedule a phone or in-person meeting with SCOL Event Management if needing services in excess of room rental.
6. Billing will be remitted after your event.

Organization requirements for building use:

All organizations must provide a certificate of insurance. If an organization is providing their own catering the vendor must provide a certificate of insurance, their license to operate a food service establishment, and copy of its state tax license prior to the event.

Building hours of use:

Monday – Thursday: 7:30 a.m. – 10:00 p.m.
Friday & Saturday: 8:00 a.m. – 12:00 a.m.
Sunday: 8:00 a.m. – 10:00 p.m.

*If the event is held after normal business hours (8:00 a.m. – 4:30 p.m., Monday – Friday) and/or on weekends, a Sturm College of Law event personal must be present at an additional fee. Please make a note if required staff is needed on the reservation form.

Organizational categories:**Category 1**

SCOL Student Organizations
 Sturm College of Law Depts.
 Sturm College of Law Faculty

*(Waive)***Category 2**

Alumni (1/4 ratio)
 Co-Sponsored Groups
 Governmental
 Non-Profit Groups
 University of Denver

*(1/2 Rate)***Category 3**

Law Firms
 Corporations
 For-Profit CLE Orgs.
 Other

*(Regular Rate)***Rental prices for space:**

<u>Room</u> <u>Capacity</u>	<u>Price</u>		<u>Seating</u>
	<i>Full day</i>	<i>Half day</i>	
The Forum	\$1000.00	\$500.00	450
The Forum	\$750.00	<i>(evening only)</i>	450
East Forum	\$500.00	\$250.00	200
Moot Court Room (165)	\$500.00	\$250.00	120
Room 180, 190, or 290	\$300.00	\$150.00	90
Faculty Library (412)	<i>(Special permission only)</i>		80
Room 125, 155, 255, or 280	\$250.00	\$125.00	75
Room 170, 270, or 370	\$250.00	\$125.00	50
Lobby 201, 401, or 440	\$250.00	\$125.00	40
Room 259	\$100.00	\$50.00	32
Lobby 340	\$100.00	\$50.00	30
Lobby 199, 240, 299, or 399	\$100.00	\$50.00	25
Room 499	\$100.00	\$50.00	22
Room 145	\$100.00	\$50.00	20
Room 450	\$100.00	\$50.00	16
Trial Practice Court Room (355)	\$150.00	\$75.00	16
Room 313, 413, or 480F	\$100.00	\$50.00	14
Room 437	\$100.00	\$50.00	12
Room 359	\$100.00	\$50.00	10