



University of Denver Sturm College of Law Ricketson Law Building Use Policies

The University of Denver Sturm College of Law (SCOL) is pleased to make our Leeds Certified, green building available when able. Space may also be available to various outside organizations (organization) pending that all functions are related in some way to either the Sturm College of Law or the University of Denver. While the SCOL is not a full-service conferencing facility it is suitable for educational programs, business meetings, and other law related functions.

While we actively invite law related organizations to use our facilities, we do so in a way that minimizes the impact of these activities on our students and our regular operations. Therefore, all requests, whether part of the SCOL or the University of Denver, must be approved prior to the event by the Office of the Dean. Furthermore, the Dean of the Sturm College of Law holds all final approval and discretion in the use of building space. The following provides some basic guidelines about the Sturm College of Law and our policies and procedures for using the Ricketson Law Building.

Guidelines:

1. Room reservations:

University of Denver Affiliated – Internal Parties:

Web-based room requests for all space (other than study rooms) is now live and supersedes the room request form for internal D.U. users. 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. Room reservations are not guaranteed until confirmed by an email from the R25 Team. Room reservation requests should be submitted a minimum of two weeks prior to the event for the best chance at approval and will only be accepted once the class schedule for the upcoming semester has been finalized. The reservation request form can be found at:
<http://www.law.du.edu/cle/documents/roomReservation.pdf>.

2. **Hours of use:** Functions should not exceed their approved hours of use, as there may be other functions scheduled before or after. All Sturm College of Law sponsored events must have a Sturm College of Law faculty or appropriate staff member available for the duration of the event. Likewise, if an event is held outside normal business hours Sturm College of Law personnel must be in attendance.
3. **Room fee charges:** Please see the room usage schedule chart. The user is expected to leave the room in the same condition it was in at the beginning of the event. If it is not, the user will be assessed for clean-up and/or reset-up services and damages to the facility caused by its usage. In addition, the user is responsible for any charges from other inside and outside entities, such as catering, room set-up, custodial, parking, and multi-media services. Any group event involving selling a product or service or a fee is charged to attend will be considered a Category 3 organization unless otherwise notified.
4. **Advertising:** All advertising for an event inside the Sturm College of Law needs to be approved by the Dean's Office or event management. If an event is co-sponsored by the Sturm College of Law the appropriate logo must accompany all marketing/advertising materials and should be of like size to all other logos. Furthermore, any posting of information for the event inside the building needs to be on bulletin boards, easels, or stands. Upon request time and location of the event may also be posted on computer screens throughout the building. Building policy does not permit posting of material on any other surface and will be removed if found.
5. **Catering:** Catering and room set-up arrangements can be organized through SCOL Event Management. However, all clean up is the responsibility of the user, as are any related fees. Pre-approved caterers for the building are: Sodexo at 303.871.7451 or Phipps Catering at 303.871.4621.

Other caterers may be used with prior approval by the Dean's Office or the SCOL Event Management. When other caterers are used, they must provide a certificate of insurance, license to operate a food service establishment, and copy of its state tax license prior to the event. Furthermore, SCOL Event Management must be provided the vendor's name, supervisor contact information, phone number, and

specific time of arrival at the Sturm College of Law. No butane, propane, or other flammable liquids will be allowed inside the building unless prior written approval is given by SCOL Event Management. Sturm College of Law does not provide linens, dishes, glassware, silverware, or hospitality items, etc., all such items must be provided by the client or caterer.

6. **Event set-up:** Set-up design and placement of tables can be coordinated with Event Management prior to the event. All catering personal, caterer, rentals, music, floral, designer, etc. must be aware that they may not be on the premises prior to or after the time referenced to set-up and tear down of an event. Exact set-up and tear down time will be scheduled with the SCOL Event Management. Artwork, tables, and chairs, etc. may not be moved unless done so by Event Management. **All movement of furniture is to be performed via the proper set-up policies and is subject to a custodial fee. Please consult with the Events Department.**
7. **Alcohol:** Alcohol may not be served without prior written approval by the Dean or their designee and the user must comply with all applicable local, state, and University of Denver policies and regulations governing its use, including provision of certificates of insurance and use of tip certified bartenders. Without exception, alcohol is not to be served to minors. At the cost of the organization, campus safety may determine that an officer(s) is required to supervise any event with alcohol service.
8. **Music:** Music is allowed within the Sturm College of Law. **Room set-up arrangements and clean up are the responsibility of the organization, as are any related fees.** As with other vendors a certificate of insurance must be provided. Furthermore, SCOL Event Management must be provided the vendor's name, supervisor's contact information, phone number, and specific time of arrival and proposed set-up time.
9. **Smoking:** Smoking is not permitted anywhere inside the Sturm College of Law. External smoking areas are designated and all smoking must be at least twenty feet from all exits.
10. **Campus safety:** Users should contact the Department of Campus Safety for any security needs or concerns. If there is an emergency during an event, users should first call extension 13000. Then call 911 immediately.
11. **Parking:** Unless arranged prior to the event, parking arrangements are the responsibility of the organization. Parking in the surrounding neighborhoods is limited to one hour and campus visitors should observe these limits so the University's neighbors are not inconvenienced. There is some short-term parking available on the campus in metered, visitor parking lots. The University of Denver Sturm College of Law parking garage is managed by Parking Services,

except for a limited number of visitor parking spaces. These spaces can be reserved through the Office of the Dean.

To obtain assistance with parking needs for a scheduled event contact Parking Services at 303.871.4663 or via www.du.edu/parking/. However, if the event is co-sponsored with the SCOL Continuing Legal Education department parking will be handled with that department.

12. **Media services:** Audiovisual equipment rental and set-up is available through the University of Denver Sturm College of Law Media Services team. All arrangements should be made with SCOL Event Management, Continuing Legal Education (CLE), or directly with the Ed.Tech. Department, as appropriate.
13. **Other services:** Since the Sturm College of Law is not a conference facility, it does not provide services such as: photocopying; telephones; fax machines; paper and pens; easels; and flipcharts. Arrangements can, however, be made with SCOL Event Management, Continuing Legal Education (CLE), and other departments on a limited basis. Arrangements need to be made prior to the event.
14. **Signage:** The organization should provide specific information on the location of the meeting to attendees in advance of the meeting. Signs may be placed on the exterior and interior of the building directing attendees to the meeting site if approved by SCOL Event Management. Interior approved signs may be placed on easels at the entrances to the building on the day of the event only.
15. **Furnishings:** Furniture may not be removed from or rearranged in any room. Furthermore, any furnishings may only be moved by SCOL Event Management. If furnishings are moved it is responsibility of the organization for insuring that they are returned to their original configuration immediately following the function. Materials, such as flipchart paper, may not be attached to any walls, windows, doors or any other surface.
16. **Accessibility:** Sturm College of Law Ricketson Building is fully accessible according to ADA standards for individuals with disabilities. If you or your group has any special service needs please notify the Office of the Dean or the event manager and we will happily accommodate.
17. **Certificate of insurance:** All organizations not associated or affiliated with the University of Denver must provide a certificate of insurance including the University of Denver as “Additional Insured” for the date of the event in the amount of \$1 million per occurrence and a \$2 million aggregate. If the user does not carry such insurance, the organization must purchase Tenant User Liability Insurance (TULIP) from the University on a per day rate. To do so please contact the University of Denver Office of Risk Management at 303.871.2354.

18. **Disclaimer:** The Colorado Seminary, which owns and operates, the University of Denver Sturm College of Law reserves the right to refuse use of the building to any party/vendor at any time without reason.
19. **Indemnification:** All organizations not associated or affiliated with the University of Denver agree to indemnify and hold harmless the University of Denver, its officers, trustees, employees, and agents from any and all damages, claims, losses, or liabilities arising out of the negligence of the user or its employees, guests or participants during use of the facilities, buildings properties, and services of the University during the course of the program. Any injuries or damage to persons or property during the use of the facility must be reported in writing by the user to the Senior Director of the Sturm College of Law Business and Finance immediately, but no later than thirty days, after its occurrence.
20. **Liability:** The Colorado Seminary, which owns and operators, and the University of Denver Sturm College of Law shall not be responsible for the loss or theft of personal property, or damage to personal property of the user or any of its employees, guests, and participants during the use of the facility, buildings, properties, and services of the University during the course of the event.