

# University Events Policy

**Policy Number:** #400

**Responsible Executive(s):**

- Senior Vice President and CFO

**Responsible Office(s):**

- Events and Conference Services

**Date Adopted:** [10-01-2014](#)

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## A. Purpose

As a distinguished Jesuit University located in Denver, Colorado, Regis University hosts a range of events, for both our internal and external community. To best serve others and to honor the resources it takes to create a quality event, the University Events Policy delineates types of events, fiscal responsibilities, support request protocols, and requestor responsibilities for events at Regis University.

## B. Scope

This policy is strictly for events and activities which take place at the Lowell Campus of Regis University. For event policies and procedures specific to extension campuses, please refer to Addendum B; Addendum B is written in addition to, not in lieu of, existing student and university policies. All Regis University events located on the Lowell Campus must be scheduled through the Office of Event Services and must be in keeping with the mission of Regis University. The Office of Event Services may be reached via email at [events@regis.edu](mailto:events@regis.edu) or by phone at [303.964.5138](tel:303.964.5138).

## C. Definitions

These terms are used throughout the Regis University Event Policy as defined below:

- Event: An “event” is defined as any scheduled, organized activity taking place in a reserved space on campus (meetings, receptions, performances, games, programs, conferences, workshops, classes, etc.).

- Requestor: Please be aware that the initial person requesting a space for the event will be considered the contact for that event and referenced as the Requestor. The Requestor should make all changes, additions, and cancellations. If the Requestor should change, please notify the Office of Event Services. Changes to the original reservation must be submitted to the Office of Event Services a minimum of three business days prior to the event. For Sponsored Events, a Requesting Department may also include an external organization from outside Regis University, but the Requestor must be a Regis University employee or current student.
- Requesting Department: A “Requesting Department” is defined as the department for which the Requestor is reserving event space and/or resources. While communication responsibilities fall upon a Requestor, a Requesting Department is responsible for policies, costs, liabilities, promotion, and staffing of an event, as applicable.
- Requesting Organization: A “Requesting Organization” is defined as an external group (company, organization, etc.) that is hosting a Sponsored Event or an External Event.
- University: “University” is defined as Regis University and its colleges.
- University Club: “University Club” is defined as registered student organization officially chartered and recognized by University.

## Event Classification

To better delineate the events hosted at Regis University, all events have been classified into one of the following categories: Premier Events, Internal Events, Sponsored Events, and External Events. Please contact the Office of Event Services with any questions about event classification.

### 1. Regis University Premier Events

**Regis University** Premier Events are major University-wide events when full University support and attention may be required. Due to their large nature, they may serve the greater Regis community or a specific college.

In addition to completing the steps outlined in the Regis University Event Procedures in Appendix F, an event must meet all of the following requirements to be considered a Regis University Premier Event:

- Event is non-profit in nature and serves the University as a whole.
- Event is high-profile and considered fundamental to the University mission.
- Event is planned, managed, funded, and promoted (from concept to execution) exclusively by a student organization or University department or school.
- Event is located on the Regis University Lowell Campus grounds.

The following are the benefits of being classified as a Regis University Premier Event:

- Full event support may be given, with only event support costs incurred being those for outside rentals, overtime staffing, etc. Those costs may be covered by the University general

## Event Services.

The following events have met these requirements and are classified as Premier Events:

- Commencement
- Alumni Weekend
- Major guest speakers
- Major, approved Community Events (i.e. 9Health Fair)
- Major events in
  - Office of the President (i.e. Board of Trustees, AJCU Conferences, etc.)
  - Student Life (i.e. Ranger Day, Orientation, Family Weekend)
  - Office of University Advancement (i.e. Donor Dinner)
  - University Ministry (i.e. Holy Week, Mass of the Holy Spirit)

## 2. Regis University Internal Events

**Internally, Regis University operates through a range of events that allow faculty, staff, and students to connect with one another, grow in their missions, and contribute to the Regis University community.** These include all events that arise during the traditional course of the year.

In addition to completing the steps outlined in the Regis University Event Procedures in Appendix F, an event must meet all of the following requirements to be considered a Regis University Internal Event:

- Event is planned, managed, funded via an established university budget, and promoted (from concept to execution) exclusively by a student organization or University department.
- Event curriculum, content, and logistics are fully determined by a department or division of the University.
- Event is conducted in the course of University business, and they serve to advance the University's mission, values, academic, and business objectives.
- Event's audience is primarily guests who are internal to Regis University; however, some events may be open to the public (i.e. NCAA/Club Sports athletic events, musical performances).
- Event is not-for-profit. However, event may charge fees or admissions to offset operational costs of an internal event (i.e. conference fee to cover meals or tickets to a play) or of an internally offered program (i.e. team or club fundraiser).
- Event is located on the Regis University Lowell Campus grounds.

The following are the benefits of being classified as a Regis University Internal Event:

- Full event support may be given, with only event support costs incurred being those for outside rentals, overtime staffing, etc. Those costs may be covered by the funds of the

The following examples are classified as Regis University Internal Events:

- Weekly staff or club meeting
- Faculty retirement reception
- Conference designed and offered by Regis University department (i.e. Diversity Conference)
- Student recital

### 3. Regis University Sponsored Events

**Although the University maintains a relationship with the community or outside organization, sponsored events are not Regis University events. The University may derive some benefit from holding the program on campus or from affiliation with the organization associated with the event, but the organization, and not the University, is primarily responsible for determining the content, agenda, logistical arrangements, and costs for the event.**

In addition to completing the steps outlined in the Regis University Event Procedures in Appendix F, an event must meet all of the following requirements to be considered a Regis University Sponsored Event:

- The organization, and not the University, is primarily responsible for determining the content, agenda, and logistical arrangements for the event.
- The organization, and not the University, is primarily responsible for all rental and operational costs for the event, as well as for providing a Certificate of Liability Insurance which meets the University's standards.
- Event is located at Regis University, but originating from outside the University.
- The University may derive some benefit from holding the program on campus or from affiliation with the organization associated with the event.
- The University host entity must be a department or recognized Regis organization.
- The hosting department/organization must have the written approval of a Provost, Vice President, Dean, or authorized designee.
- The sponsored event must be consistent with the mission of the University.
- University must receive waived or reduced fees if admission is being charged.
- Event is located on the Regis University Lowell Campus grounds.

The following are the benefits of being classified as a Regis University Sponsored Event:

- An event-based partnership between the Regis University sponsoring department and the sponsored organization.
- Shared event support with sponsoring department.
- Waived or reduced facilities fee.
- No deposits are required.

- Conference for professional organizations connecting to the mission of a department

Contact Auxiliary Services for more information.

#### 4. External Events

Frequently, outside groups wish to use University facilities for a meeting, conference, or event. The University allows qualified outside groups, particularly community and neighborhood groups, to make use of the meeting resources at Regis University. It is beneficial to the University to make our facilities available to some groups for appropriate reasons, but it is important for outside groups to go through the proper channels when requesting space on campus.

There are legal, risk management, and financial considerations when the University opens its doors to an outside group. It is important that the University knows who is using our facilities, who is on campus, and the purpose of the meeting or event. Therefore, if a University department wishes to invite an external group to use campus meeting facilities, or if a student or employee is asked by an outside group to book space for them on campus, it is important to refer them to the Office of Event Services. The Office of Event Services will review the request, set up all necessary paperwork, collect proof of liability insurance, and be the centralized location for any applicable billing.

All room rates and fees may apply. External Events may generate revenue, so they must be net positive contributors to the University, which means that revenues exceed all related expenses. Unless a request has been made to the University Budget Committee and has advanced approval secured, the University will not subsidize these types of events. Such events are scheduled through the Office of Events Services. If agreed upon by both Regis University and the Private Event Requestor, these events may be posted on the Regis University Events Calendar.

In addition to completing the steps outlined in the Regis University Event Procedures in Appendix F, an event must meet all of the following requirements to be considered a Regis University External Event:

- The Requesting Organization is primarily responsible for determining the content, agenda, and logistical arrangements for the event.
- The Requesting Organization is primarily responsible for all rental and operational costs for the event; all rentals for the event must be secured through Physical Plant in conjunction with the Office of Event Services.
- The Requesting Organization is responsible providing a Certificate of Liability Insurance which meets the University's standards.
- The program must be consistent with the mission of the University.
- All charges and fees are applicable.
- Event is located on the Regis University Lowell Campus grounds.

The following are the benefits of being classified as a Regis University External Event:

- Access to Regis University space at affordable rates and fees.
- Collaboration with the Office of Event Services to assure all event support is complete.

The following examples are classified as Regis University External Events:

- Regis coaches' athletic camps
- Any external group's camp, conference, or event
- Private events scheduled by faculty, staff, students or alumni for personal purposes (e.g. outside ventures, weddings, etc.)

## **D. Policy**

### **Regis University Events Management and Support**

The Office of Events Services will collaborate with the requesting department/entity to provide event support. When requested by the sponsoring department or Events Services Office, other departments (i.e. Physical Plant, Information Technology Services, Media Services, etc.) may assist. When the scope of the event exceeds the capacity of support staff resources or when timelines and procedures are not followed, the sponsoring department/entity may be responsible for outsourced contracted labor.

The Requesting Department must have a representative attend the Regis Events Management (REM) meeting a minimum of four weeks prior to the event to assure coordination of support services. These services may include outside rentals, audio/visual needs, custodial services, shuttle driving, or reserved parking. The Office of Event Services may present at REM on behalf of External Events. REM meetings may include representatives from ITS, Media Services, Catering, Physical Plant, Athletics, Campus Safety, Event Services, Auxiliary and Business Services, and other departments or individuals as appropriate.

### **Regis University Events Policies**

#### **Accessing Rooms**

Rooms may be accessed at the scheduled time. If additional set-up or take-down time is required, that time should be scheduled when booking a reservation.

#### **Alcohol**

Alcohol may be served in conference and classroom spaces, when in compliance with University policies and with state and federal laws. All events where alcohol will be served with more than 30 people in attendance must be presented at the Regis Events Management (REM) meeting at least

advisor/staff present; such events should also refer to related policies in the Regis University Student Handbook.

Alcohol may not be sold on campus with the exception of Walker's Pub, which sells 3/2 beer; this includes using ticket sales and similar systems for guests to purchase alcohol. If events necessitate alcohol sales, then a permit must be secured through the City and County of Denver; that event must also be presented at REM at least 30 days in advance.

Any event which serves alcohol may be required to have outside security, which would be based on number of people anticipated and the amount and type of alcohol being served or sold. The cost of such security will be passed on to the Requesting Department or Organization.

Please contact the University's food service provider for bartending services that are available for catered events for an additional cost.

Also, see "Regis Events Management (REM)" and "Specialty Rooms and Spaces."

Please see the Event Procedures in Appendix F for more information and for liability paperwork, as well as the alcohol policy.

### **Americans with Disabilities Act (ADA)**

No qualified person shall, on the basis of disability, be excluded from participation in, be denied the benefits of, or be subject to discrimination in any job, facility, program or activity provided by the University. To ensure the University's compliance with the Americans with Disabilities Act, individuals with disabilities may request reasonable accommodations in order to live in on-campus housing and attend events and activities in campus buildings. Disability accommodations may require a minimum of two weeks' prior notice to the Office of Event Services.

### **Athletic Fields and Spaces**

Athletic fields and spaces are managed by the Office of Athletics during the traditional academic year. During the summer, the Office of Event Services oversees the reservations for these locations. Floor covering, power panel, and other rentals and related charges may be incurred to maintain the integrity of the facility. Contracted cleaning service charges incurred as a result of protective coverings on the Arena or Ranger Dome floors will be billed to the Requesting Department or Organization.

Please see the Event Procedures in Appendix F for more information about using specialty rooms and spaces.

### **Cancellation**

cancellations must occur at least two weeks in advance.

Please see the Event Procedures in Appendix F for more information about scheduling and cancelling rooms.

## **Catering and Food Services**

Bon Appetit is the recognized food service provider for Regis University. Bon Appetit must be used for all food and drinks served in the Mountain View Room, Recital Hall Lobby, Clarke Hall Atrium, Clarke Hall Board Rooms, Student Center Main Café, Faculty Lounge, Book and Bean, and Main Hall 333.

Despite location, if an event has twenty people or fewer or if an event is a potluck, it is not required to use Bon Appetit. For potlucks, deli/catering trays, restaurant-ordered meals, etc. may not be used.

If the event is not required to use Bon Appetit, then outside food and drinks may be brought in. The Requestor is responsible for making sure that all food trash is removed and placed in outside dumpsters. If using an outside caterer for an event with 100 guests or more, then the caterer is responsible for removing all food trash from the Lowell Campus.

Also, see “Alcohol” for information about events involving alcohol consumption.

Please see the Event Procedures of additional information about grills, food, and catering.

## **Catholic Teachings**

Regis University reserves the right to exclude events, speakers or groups whose nature or presentation is contrary to or inconsistent with the University’s mission or Jesuit, Catholic character, determination of which shall be at the sole discretion of the President or his designee. Invitations to speakers addressing the University community must be cleared with the President’s Office by the inviting party prior to the commitment. Special care will be taken to vet speakers who have taken public positions in conflict with fundamental moral principles of the Catholic Church. Such invitations may be considered by the President or his designees under the following criteria:

- a. If the event format provides for the Catholic position to be presented fairly and accurately; or
- b. If his/her topic is different from the area where his/her views are in conflict with Catholic Church teachings.

## **Chapel**

The St. John Francis Regis, SJ Chapel may only be reserved for events approved by University Ministry. The Chapel is designated for events that are explicitly spiritual in nature. In order to

See the Event Procedures in Appendix F for more information about reserving specialty rooms.

## **Collection Drives**

All collection drives of any type should request authorization from the Regis Events Meeting (REM) at least four weeks in advance of the starting day of the drive. Collection drives may not compete with one another or with other major University projects. The specific location for the collection receptacles also requires authorization. Collection drives may not be longer than two (2) weeks, and only one collection drive can occur at a time. Collection boxes should be covered with colored paper (like bulletin board paper or wrapping paper) to make them aesthetically pleasing. Collection boxes should be regularly emptied so the contents do not spill out into the hallway or lobby. All collection boxes and their contents must be removed from campus on the final day of the collection.

See the Event Procedures in Appendix F for more information about presenting at REM.

## **Custodial Services and Damages**

Events requiring significant additional attention will be arranged by the Office of Event Services or Physical Plant at the expense of the event's Requesting Department. For example, a large event may require additional attention to restrooms.

The Requesting Department takes all responsibility for charges, fees, and any damage resulting from any member of the organization or from anyone attending the event. The organization will be assessed the full replacement cost for any damaged furniture or equipment.

All events, regardless of category, may result in charges to the Requesting Department for equipment rentals, contracted services, infrastructure alterations, replacement, or repair of damage to property resulting from that event.

## **Decorations**

Please coordinate with Bon Appetit if catering for their centerpiece options and prices, if Bon Appetit is also catering the event. For all events, decorations may be removed or altered at the discretion of the University. All decorations must be removed immediately following any event.

No candles, glitter, confetti, and/or similar materials are permitted. An additional housekeeping fee will be assessed for noncompliance. Any loose cords or wires lying on the floor must be taped down using gaffers tape.

Also, see "Posting" and "Fire Safety."

## **Events Calendar**

## **Fire Safety**

No candles, open flames, or incense may be used anywhere on campus without the approval of Physical Plant. The Denver Fire Department enforces the fire code that requires that no items should be within 12 inches of the ceilings of all rooms. This may include decorations, storage, pipe and drape, and other event set-up. Doorways, hallways, and stairwells are fire exits; they must be kept clear of any furniture and other items that may obstruct emergency evacuation procedures.

Regarding fire pit fires, the burning of wood or any products other than propane, natural gas, or charcoal briquettes in outdoor fireplaces or fire pits is prohibited in the City and County of Denver (including the Regis University Lowell Campus) without the approval of the Environmental Services Division and the Fire Prevention and Investigation Division. A University employee who has agreed to be responsible for oversight of a fire pit event on the Lowell Campus must submit a written request to the Associate Vice President for Physical Plant and Capital Projects a minimum of 45 days prior to the date of the event to allow sufficient time for the City to process the required permits. The Associate Vice President for Physical Plant or designee will submit the permit request to the appropriate City and County divisions. The City and County require that the permits be posted on the site and that fire code requirements are met.

See the “Open Fire Pit” in the Regis University Student Handbook for more information regarding fire pit fires.

## **Guest Services**

If your guests need safety assistance, please contact Campus Safety.

If lactation rooms or other special accommodations are needed, please contact the Office of Event Services with as much advance notice as possible.

Also “See Americans with Disability Act” in Event Policies.

## **Insurance**

Sponsored and External Events may be required to provide a Certificate of Liability Insurance.

See the Event Procedures in Appendix F for more information about liability coverage and paperwork.

## **Marketing and Communication**

It is expected that the Requesting Department will plan its marketing accordingly to make sure that events are well-attended and well-run, regardless of the event size. Doing so establishes good stewardship of University time and resources.

the event.

External groups that wish to claim that an event or activity, whether or not on University premises, is sponsored, co-sponsored, or otherwise supported by Regis University, or one of its departments, programs or registered student organizations, must receive the permission of Marketing and Communications to use the Regis University name for the event.

See the Event Procedures in Appendix F for more information.

### **Minors on Campus**

Any event that has minors on campus must communicate with the Office of Event Services at least four weeks in advance and fulfill all requirements stipulated by the Regis University Minors on Campus Policy. This policy can be found in Appendix C.

### **Outdoor Events**

All outdoor events must be presented at a Regis Event Management (REM) meeting at least four weeks in advance. A weather back-up should be scheduled before an event is approved or promoted.

See the Event Procedures in Appendix F for more information about presenting at REM.

### **Parking**

Parking arrangements are the responsibility of the sponsor. Requestors whose events have more than fifty off-campus guests must coordinate parking by attending the Regis Events Management (REM) meeting. Please reference the Regis University Student Handbook for the current parking policy. Guests are subject to all parking regulations. It is the responsibility of the event sponsor, department, or individual to arrange for visitor parking and to make the parking rules and regulations known to visitors. Any parking tickets issued to sponsors, performers, or participants are their sole responsibility.

See the Event Procedures in Appendix F for more information about presenting at REM.

### **Pets**

Pets may not be present in any Regis University building at any time. Pets are allowed on the University grounds only if they are restrained by a leash and controlled by the owner.

Also, see “Service Animals.”

### **Political Events**

requirements outlined in the Speaker Policy in the Regis University Student Handbook.

As a tax exempt organization under Section 501 (c) (3) of the Internal Revenue Code, the University is prohibited from participating or intervening, directly or indirectly, in any political campaign on behalf of or in opposition to any candidate for public office at any level; and from supporting particular candidates, political parties, or substantial activity that attempts to influence legislation. Whether a particular activity constitutes impermissible participation or intervention depends on all of the facts and circumstances of the situation.

## **Posting**

No items may be hung or displayed on windows, wall, or doors. Signage may be posted inside the schedule-holders outside a room, but must be removed at the end of the event. Please request a tripod easel or a display board as needed to support your signage needs.

See Appendix D for the University Temporary Signage/Posting Policy.

See the Event Procedures in Appendix F for more information for requesting display boards.

Also, see “Fire Safety” and “Decorations.”

## **Regis Events Management (REM)**

Presenting at Regis Events Management is required for particular events. These events include, but are not limited to, the following if an event will have:

- An expected attendance of 50 or more.
- Any event open to the community.
- Activity in a specialty room or space, including Boettcher Commons.
- A potential safety or facility risk (i.e. open fire, controversial speaker, indoor painting, etc.).
- Multiple Event Support requests (i.e. rentals, reserved parking, AV support, catering, display boards, etc.)

REM and the Office of Event Services reserve the right to request additional presentations, follow-up information, and other events to come to REM.

See the Event Procedures in Appendix F for more information about presenting at REM meetings.

## **Regis University Name, Brand, Logo**

All written communications and presentations about Regis University must be consistent with University policies. See Regis University Marketing and Communication for more information.

## **Rentals**

## Room Set-ups

Rooms come in standard set-ups. Most variations are not possible due to space, staffing, and storage. If possible, the Office of Event Services will accommodate. Additional rental and overtime staff charges may apply.

If a room is altered in any way during an event, the room must be reset to its original condition before the end of the reservation.

See the Event Procedures in Appendix F for more information about requesting alternative room set-ups.

## Safety and Crowd Control

The Regis Events Management (REM) committee has the authority to determine security needs for a particular event. Campus Safety and Risk Management will also review events as needed to assess the safety and risk. If there is reason to believe that the presentation or event on University premises may pose safety problems, it may be postponed for an appropriate period so that security arrangements can be developed.

All costs will be the responsibility of the Requesting Department. Regis University has the authority to limit attendance at events with the potential to exceed the capacity of the reserved space. Also, additional staff or security may be required at the cost of the Requesting Department.

Also, see the Event Procedures in Appendix F for more information about presenting at REM.

## Speakers

All guest speakers must be scheduled through the Requesting Department. The Requestor must collaborate with the Office of Event Services at least four weeks in advance to accommodate guest speaker needs.

Also, see the Speaker Policy in the Regis University Student Handbook.

## Specialty Locations

Specialty Rooms may require an additional approval and request process. These include: Boettcher Commons, Student Center Main Café, Walker's Pub, Recital Hall, Clarke Hall Board Room, Dayton Memorial Library, O'Sullivan Art Gallery, and Clarke Hall Atrium. All events in specialty rooms must adhere to University policies and to specific policies as written below:

See Event Procedures in Appendix F for more information about how to request Specialty Locations.

(REM) meeting and receive approval.

### Recital Hall

Some additional policies for the Claver Recital Hall include: No food or drinks are allowed in the Recital Hall. An additional cleaning fee will be assessed to any groups violating this policy. The outside lobby area can host a small reception (50 people, max.) for events. All food and drinks in this space must go through the University's food service provider. Specialty lighting and sound requires approval and may require extra staffing at extra cost.

### Walker's Pub

All alcohol consumption and sales must be in full compliance with Regis University Student Handbook and with legal liquor licensing for that space.

### Main Café

All food and drink services in the Main Café must go through the University food service provider. Availability for events is on a limited basis and may be restricted due to Café hours.

### Clarke Hall Board Rooms

The Board Rooms (DCH\*136 and 137) will be scheduled on a limited basis as they are primarily designated for high, executive-level meetings. All food and drinks must go through the University food service provider.

### Clarke Hall Atrium

The Atrium (DCH\*106) is scheduled on a limited basis out of regard for the facility, those who work in Clarke Hall, and the limitations of the space. All food and drinks must go through the University food service provider.

## **Service Animals**

Service animals, as defined by the Americans with Disabilities Act, are permitted in all facilities on the Regis University campus, though they may be required to leave a Regis facility if the animal's behavior is disruptive or poses a direct threat to the health or safety of others.

Also see, "Americans with Disabilities Act" for more information about ADA accommodations.

## **Tabling**

All lobby tables must be reserved through the Office of Event Services. Each tabling group is provided with a 4' table in the Student Center Lobby. Outside groups that work with on-campus sponsors for tables must request tables through the sponsoring office. All groups must align with

must be given by the Dean of Students or his/her designee. Regis University departments and organizations may table in the Student Center Lobby at no cost.

Outside companies are allowed to table and market to Regis University students on a limited basis, and there is a fee associated with the table rental for these Vendor Tables. Vendors should contact the Office of Event Services for more information. When tabling, community members must initiate the conversation. We ask that external organizations not approach patrons to hand out materials or petitions, which must be approved by the Dean of Students or his/her designee prior to table rental. Vendor tables are made available to allow outside businesses to educate students of services, offers, etc. The cost is \$150 per day. No items may be sold and no credit card applications may be given at a vendor tables. Outlets and additional equipment cannot be provided to vendors.

Nothing is to be attached to any surface of the building in any way. Any distribution of handbills or dissemination of information, verbal or otherwise, shall be done from behind the table. If any food is to be distributed, extra permissions are required. Regis University reserves the right to deny use of its facilities and/or equipment at any time.

See the Event Procedures in Appendix F for more information about tabling.

### **Technical and Audio/Visual Services**

Most classrooms and conference rooms come with standard presentation equipment. All use of audio, visual, and technological equipment must comply with University procedures and with the Regis University Technology policy. If uncertain of the standard set-up in your reservation, please consult with the Office of Event Services. All other technical and audio/visual services must be coordinated in advance with ITS.

See the Event Procedures for more information about requesting technical and audio-visual support.

### **Tobacco and Marijuana Use**

Tobacco cigarettes may be smoked on campus. However, no smoking is allowed in buildings or within twenty feet of any entrance to a building. Regis University does not permit the possession or use of marijuana for any purpose on its premises.

For complete policy information, see the Regis University Student Handbook.

## **E. Related Policies, Procedures, Forms and Other Resources**

### **Appendix C - Minors on Campus Policy**

**apply to minors on admission visits, minor students enrolled in University courses or sports tournaments. Initial each part of the policy upon reading to signify your agreement to comply with this policy.**

### **Definitions:**

**Minor** – A person under the age of eighteen (18).

**University Facilities** – Facilities and property owned by, or under control of, Regis University including University-owned vehicles.

**Programs** – Programs and activities offered by various academic or administrative units of Regis University, or by non-University groups who rent or otherwise use University facilities. This includes but is not limited to workshops, sport camps, academic groups, conferences, and similar activities. However, it does not include: (1) single performances or events open to the general public that are not targeted towards skill building for minor (such as varsity athletic competitions, plays, concerts, etc.), or (2) regularly scheduled classes or activities designed primarily for enrolled students who are age 17 and above.

**Program Director** - The official who has the on-site programmatic oversight and responsibility for a program conducted on or in University facilities or has the responsibility to supervise a University program. Within Regis, examples of Program Directors include, but are not limited to, the Director of Athletics, Academic or School Deans, the Director of University Ministry, and the Director of Residence Life, Housing and Event Services. For External Groups, the program director is the main contact for the program, such as a coach or camp director.

**Sponsoring Unit** – Is the academic or administrative unit of Regis University offering a program/event or giving approval for housing or use of facilities including, but not limited to, the Athletics Department, University Ministry, Center for Service Learning, Institute on the Common Good, or Event Services. The Office of Event Services is the Sponsoring Unit for all External programs.

**Program Staff** – Includes all Authorized Adults, Program Directors, and volunteers, regardless of whether they have direct contact with program participants.

**Authorized Adult** – Individuals, age eighteen (18) years of age and older, paid or unpaid, who interact with, supervise, chaperone, or otherwise oversee minors in program activities or recreational and/or residential facilities. This includes, but is not limited to, faculty, staff, volunteers, graduate and undergraduate students, interns, employees of temporary employment agencies, and independent contractors/consultants. The Authorized Adults' roles may include positions as counselors, chaperones, coaches, instructors, volunteers, etc.

**One-on-One Contact** – Personal unsupervised interaction between any Authorized Adult and a participant without at least one other Authorized Adult, parent or legal guardian being present.

## Appendix D - University Temporary Signage/Posting Policy

1. For the purposes of this policy, temporary signage is signage supporting an event or program on campus sponsored by or through a University department. Specific procedures for student groups are delineated in the posting policy published in the *Student Handbook*.

The normal time frame for posting such signage is two weeks. Requests for exceptions must be approved by the Associate Vice President for Physical Plant in consultation with the VP/CFO. Temporary signs are normally made of paper and must fit established and designated posting areas on campus. Banners may also be used, but may not be suspended from ceilings or placed over any device that provides a fire or life safety function. Physical Plant will consult and/or partner with the Creative Director of Marketing and Communications in the creation of signage, banners, etc. to ensure alignment and consistency in branding standards.

The installation of banners on exterior facilities will be allowed if they are an integral part of a University campaign. The process for banner approval is identified in the paragraph above. Banners can be displayed through the approval process in one of four locations on campus: Main Hall front entrance, Library north wall, Student Center front entrance, and the Chapel only for Campus Ministry major events. Banners will be displayed for a period not to exceed one month unless the campaign stresses a longer justification to do so and approved by the VP/CFO. The department requesting the installation of the banner will be responsible for the cost of both installation and removal.

2. Temporary signage is the responsibility of the department sponsoring or hosting the event or program.
3. All posted signage must be initialed by the individual responsible for the event or program. Each posting will have a beginning and end date. The sponsoring department is responsible for the removal of their signs within 24 hours of completion of the event or program.
4. The University may, at its sole discretion, remove or refuse to post advertisements or announcements it deems offensive or inappropriate for public display purposes, are inconsistent with the University mission, that advertise private off-campus parties, that advertise the use or sale of tobacco products or alcoholic beverages, that represent events not affiliated with the University or in conflict or competition with University activities, or for any other reason it deems appropriate.
5. All temporary signage will be posted in designated areas in each specific facility. Post on general bulletin boards only, not those assigned to specific departments or programs. The following limitations apply:

- c. No structure or signs affixed to the campus grounds or entrance signs. (The use of islands for sandwich boards at entrances is permitted. Sandwich boards are available through the offices of Event Services or Physical Plant.)
  - d. No signs in the Grotto, Chapel or Prayer Garden at Carroll Hall. (Sidewalks are demarcation lines.)
  - e. No signs for student activities may be placed on the north section of the Boettcher Commons. (Delineated by the sidewalks north of the Student Center.)
  - f. No signs for student activities may be posted on or near the Jesuit Residence, Fine Arts Center, Chapel, Main Hall, Carroll Hall, Dayton Memorial Library or Coors Life Directions Center. (Delineated by sidewalks surrounding these facilities.)
  - g. The Student Center, residence halls, and Field House may have excess signage if approved by the Office of Student Life. (See University posting policy published in the *Student Handbook*.)
  - h. No chalk written signage beyond 50 feet of any residence hall or 75 feet of the Student Center.
    - i. No signs may be taped to surfaces in any areas.
6. Any signage that is posted improperly will be removed immediately by Physical Plant or Campus Safety staff.
  7. If damage is incurred by improper postings, the department responsible will incur the cost for cleanup and necessary repairs.
  8. During the year there are special postings that support mission related events. These postings must be submitted to Physical Plant for support and, if different from prior mission events, must be approved by the Associate Vice President of Physical Plant after formal review with senior leadership.

This update and approval is for the Lowell Campus only. The PAC is currently reviewing the satellite campus signage policies for incorporation with this policy. Please contact the Office of Auxiliary and Business Services, x1638, for any signage being requested at sites outside the Lowell Campus.

## **Appendix F - Event Procedures**

Event Services Procedures should be used in conjunction with the Regis University Event Policies. The following is an outline for internal events. These are to be used to guide requesting departments through the preparation and facilitation of their events.

Please contact the Office of Event Services ([303.458.4158](tel:303.458.4158) or [events@regis.edu](mailto:events@regis.edu)) with any questions about the content, policies, or forms references herein.

[https://25live.collegenet.com/regis/#home\\_my25live/](https://25live.collegenet.com/regis/#home_my25live/). 25Live allows for a user to view rooms that are available, look at conflicting events, and submit a room request. Room requests should be submitted at least two business days in advance. Classroom reservations will be assigned approximately three to five weeks before the start of each semester, always based upon academic scheduling, which takes priority in placements.

## **How to Schedule**

All room requests should be submitted through 25Live. Scheduling a room in 25Live requires a log-in name and password. When creating an event, the Requestor will have an opportunity to specify many details. Below are a few notes about what a Requestor should consider when booking an event.

### **Event Title:**

The name of an event should be as specific as possible (i.e. not “Meeting”). A specific name allows for clarity when dealing with many reservations with similar names. It may also assist those who are directing guests to the correct location.

### **Time:**

The event time is when the actual event is taking place. This allows us to direct people to the event at the proper time. Also, it suggests when guests will arrive and the room will be occupied. If additional set-up is needed for catering, for a specific room set-up, or for your staff to prepare items in the space, then please schedule the appropriate amount of time. If you are uncertain of how much time another office (Catering, ITS, Event Services, etc.) may need to set up, please check with that office. It may vary based on their staffing availability or other events that day. Similarly, it is important to schedule any necessary take-down time following the event. The time of day for the event will be important to consider. For example, an evening event in the Mountain View Room with bleacher set-up may need a couple hours during the business day to reset the room. Because of that, a 9a.m. meeting may not be possible, and room should be booked for “take-down” accordingly.

### **Resources:**

This section is a great way to track extra needs an event may have. However, this should only be for additional requests beyond what comes standard in the room. For example, “wifi” and “tables” come standard in most event spaces on campus. So, if those are already in the space, they do not need to be requested as an added Resource.

### **Event Description:**

## Additional Scheduling Support

Scheduling support is available through the Office of Event Services (303.964.5138). The Office of Event Services approves room assignments for all events in conference and classroom spaces.

The Office of Event Services is available when a Requestor is having difficulties with 25Live or for more complicated reservations, such as booking many rooms for a multi-day conference. For such questions, please contact them at [events@regis.edu](mailto:events@regis.edu). Traditional requests, such as those for a recurring meeting or for a single program, should be reserved through 25Live.

If seeking scheduling support for a specialized space, please see the “Specialized Space” section below.

## Events Calendar

Events should be posted to the Regis University Events Calendar ([regis.edu/events](http://regis.edu/events)) when the event is being advertised to the student, faculty/staff, or surrounding community. It is also advised to post events to the Events Calendar when guests will be coming to campus for the event; posting to the calendar also allows others to have information to assist guests.

To post to the Events Calendar, select on the “Calendar Event” option when first selecting meeting type. Please note that it is important to categorize an event as a “Calendar Event” at the beginning of the request process.

Then, make sure that your Event Description includes information about the event, the sponsoring organization (if applicable), who is invited, and a contact person and contact information for questions.

## Outdoor Events

While they may not be classrooms or traditional conference spaces, outdoor spaces are also in 25Live and must be reserved through the same process. Please contact the Office of Event Services for space codes and assistance for booking. These events should be presented at the Regis Events Management (REM) meeting at least four weeks in advance so that proper approval and accommodations may be made.

## 25Live Training

25Live is the scheduling program for Regis University. 25Live training is recommended for all faculty and staff who would like to request rooms on a regular basis. Some departments may have a designated user for the staff and faculty within that department. Student work studies may be trained on a limited basis and when directly supervised by a 25Live user. Training may be requested by contacting the Office of Event Services ([events@regis.edu](mailto:events@regis.edu)) or the Office of Auxiliary

## **25Live Tips and Reminders**

Please reference the 25Live training guide for steps in using 25Live. It is important to remember that Mozilla Firefox is the recommended internet browser for 25Live. When booking multiple dates in a single booking, the “Ad Hoc” option is recommended. Please remember that an event is not considered to be confirmed until you have received a completed confirmation. Also, each year must be reserved in its own booking; this means that a weekly meeting for a single academic year will require two requests and receive two confirmation emails.

## **Audio Visual**

### **Standard Audio Visual Set-up**

Standard classroom equipment includes a projector, a laptop computer, a plug-in for a laptop computer\*, and standard classroom speakers. Dry-erase boards and markers are also provided in rooms with standard set-up.

Telephones also come standard in each room; when dialing an outside number, first press nine (9) and then the 10-digit local phone number. Most classroom phones are available to call for assistance, and they are not necessarily designated for conference calls.

Conference rooms may have the same items as a classroom\*, but please confirm when making a reservation if particular Audio Visual (AV) equipment is needed.

If requesting on-site assistance or special services (such as live streaming), please see the information about contacting Information Technology Services (ITS) below.

\*Standard connection cables for laptops are provided. Macintosh users must provide their own adapters to connect to the room’s AV system.

### **Sponsored User Access Accounts**

For specific events and sponsored guests, a log-in user ID and password may be requested so that they may access Regis computers and wireless internet while on campus. To apply for an individual or departmental sponsored Email account, or to request new or modified access for Colleague, go to the ITS RegisNET Account Access Request page on INsite (you will need your RegisNET account and password to login). Allow three business days to set up your Sponsored User Account.

### **Submitting Requests**

The Information Technology Services (ITS) department provides Regis University students, faculty and staff with technology guidance, training and support.

[ITS@Regis.edu](mailto:ITS@Regis.edu).

Depending on request and location, some requests may be referred to Media Services at Dayton Memorial Library.

### **Administrative Hours**

Monday - Friday 8:30 a.m. to 5:00 p.m. MT

### **Help Center Information**

Monday - Friday 8:00 a.m. to 8:30 p.m. MT

Saturday & Sunday 8:00 a.m. to 6:30 p.m. MT

Mail Code N-12

3333 Regis Boulevard

Denver, Colorado [80221-1099](https://www.regis.edu)

[1.800.388.2366](tel:18003882366) extension 4050 or [303.458.4050](tel:3034584050)

E-mail: [its@regis.edu](mailto:its@regis.edu)

### **Display Boards**

Display Boards measure 22" by 28" and resemble the one pictured to the right. Board frames snap into place, so that signs may be placed behind the plastic covers. There are two sides to each Display Board. Display Boards are weighted and have wheels to help with movement.

Consistent with University Event policies, all requests for Display Board usage must be approved by the Office of Event Services, with a [maximum of 4 Display Boards](#) allowed to be distributed per event. During high-traffic dates, fewer boards may be available. Any groups that write on the plastic or otherwise damage the Display Boards may be held responsible for purchasing a new, replacement board.

### **Directional Boards versus Promotional Board**

Directional Boards are to assist with directing and welcoming guests to an event location. All signage should be approved by the supervising staff person. Requestors are encouraged to work with the Copy and Print Center to create printed signs. Any sponsored events should include the logo/brand of the sponsoring group or department. Promotional Boards are for groups that are promoting Regis-sponsored events. All signs must be approved, stamped, and dated by the Office of Event Services before being placed on Display Boards. Promotional boards are placed from 9:30a.m.-4p.m., weather permitting.

### **Checking out Display Boards**

to pick up and drop off all Display Boards. Display Boards may be set up within 12 hours of the event or start time, and they should be returned within 24 hours of the event's close. If Display Boards are not returned 24 hours after the event a \$50.00 fee will be charged back to the sponsoring department.

In the event that assistance is needed, Event Services and Student Activities will assist in placing and returning Display Boards. Assistance with Display Boards must be requested at least five business days before the event.

### **Approved Locations**

Display Boards are only to be placed in the approved designated areas noted on the Regis Display Board Map. Only the Event Services "Event Parking" signs may be placed at the parking lot entrances. Display Boards from the Office of Event Services are only available for locations at the Lowell Campus.

### **Emergency and Safety**

#### **High-risk Events**

Due to size, activities, or other features, an event maybe considered to have high-risk elements. When hosting about a high-risk event, significant advance notice must be provided to the Office of Event Services. Event Services will collaborate with colleagues in Risk Management and the Regis Events Management team to advise the Requesting Department in necessary steps.

#### **Large Events**

When facilitating an event with more than 50 guests, please contact the Office of Event Services ([events@regis.edu](mailto:events@regis.edu) or 303.458.4158) to discuss necessary procedures. Facilities and staffing must be appropriate to the number of guests and the specific activities in the event.

#### **Fire, Emergency, and Other Safety Matters**

All students, faculty, and staff are strongly encouraged to sign up for the RU Alert Notification System via [Regis.edu/RUAlert](https://regis.edu/RUAlert). Event hosts should familiarize themselves with all relevant protocols and information in the [Regis University Emergency Management Plan](#). All are also encouraged to have a print-out of the Emergency Preparedness Guide or to have access to the "In Case of Crisis—Education App" that is described in the guide.

#### **Safety and Crowd Control**

The Regis Events Management (REM) committee has the authority to determine security needs for a particular event. Campus Safety and Risk Management will also review events as needed to assess the safety and risk. If there is reason to believe that the presentation or event on University

All costs will be the responsibility of the Requesting Department. Regis University has the authority to limit attendance at events with the potential to exceed the capacity of the reserved space. Also, additional staff or security may be required at the cost of the Requesting Department.

### **Additional Support**

At times, an event may necessitate the presence of officers from Campus Safety and/or from the Denver Police Department. When such support is required, the costs and arrangements of the additional staffing are the responsibility of the Requesting Department.

### **Food and Beverage**

#### **Set-Up and Clean-Up**

If you need tables for your food and beverages at your event, please coordinate with the Office of Event Services upon booking the space. Tables do not come with linens, but linens may be ordered through our university food service provider by the Requesting Department.

If the event is not required to use the University's recognized food service provider, then outside food and beverages may be brought into the space. The Requestor is responsible for making sure that all food trash is removed and placed in outside dumpsters. If using an outside caterer for an event with 100 guests or more, then the caterer is responsible for removing all food trash from the Lowell Campus.

The Recital Hall has a strict "No food or drink" policy; it is the sole responsibility of the Requesting Department to make sure that this policy is followed. The Requesting Department may be responsible for any charges assessed for clean-up following an event, including those resulting from food and beverages that are served.

### **Bon Appetit Food Services**

Bon Appetit is the recognized food service provider for Regis University. To reserve your catering with Bon Appetit, please view the online catering menu here: <http://regis.cafebonappetit.com/>. Contact Bon Appetit Catering Services at [Catering@regis.edu](mailto:Catering@regis.edu) (303.964.3633) to schedule your catering needs. When ordering, make sure to consider the space, any serving table needs, and the set-up time needed for room and catering set-up. An average of two hours is recommended for events with thirty people or fewer, while an average of four hours is recommended for events with more than thirty people.

Bon Appetit must be used for all food and drinks served in the Mountain View Room, Recital Hall Lobby, Clarke Hall first floor, Student Center Main Café, Faculty Lounge, Book and Bean, and Main Hall 333. Despite location, if a meeting has twenty people or fewer or if an event is a potluck, it is

## Alcohol

Alcohol may be served in conference and classroom spaces, when in compliance with University policies and with state and federal laws. All events where alcohol will be served with more than 30 people in attendance must be presented at the Regis Events Management (REM) meeting at least four weeks in advance. Any event that includes the use of alcohol and that involves students must be presented at Regis Events Management (REM) meeting at least four weeks in advance with advisor/staff present; such events should also refer to related policies in the Regis University Student Handbook.

Alcohol may not be sold on campus with the exception of Walker's Pub, which sells 3/2 beer; this includes using ticket sales and similar systems for guests to purchase alcohol. If events necessitate alcohol sales, then a permit must be secured through the City and County of Denver; that event must also be presented at REM at least 30 days in advance.

Any event which serves alcohol may be required to have outside security, which would be based on number of people anticipated and the amount and type of alcohol being served or sold. The cost of such security will be passed on to the Requesting Department or Organization.

Please contact the University's food service provider for bartending services that are available for catered events for an additional cost.

## Grill

There is a large, outdoor propane grill that may be requested for internal events. Propane is provided for internal events at no additional charge. A mat or similar material must be placed beneath the grill during use at all times. A grill should always be used at least ten feet from any building, tree, or potential fire hazards.

Before turning on the grill, make sure that knobs are turned off and open the lid. Then, open the propane cylinder's valve counterclockwise to release the propane gas so it will move toward the burners. Turn on the burners, making sure that they are lighted properly. After being positive that the grill is lit, then close the cover to allow the grill to heat up more quickly.

After cooking, leave the burners on for five to ten minutes to cook off any fallen food; please scrape down the grates as needed. Then, close the propane's cylinder valve. Next, turn the grill knobs to the off position. Allow the grill to cool completely before closing its lid and returning it to storage.

It is the responsibility of the Requestor to make sure that the grill is never left unattended and that it is placed in a location that creates no harm to people or facilities. Propane must always be stored in the upright position.

planning events. To ensure proper safety and event coordination, ample preparation time must be used for events.

Please keep in mind that External Events and Sponsored Events (i.e. all events with an external organization) require submitting a Certificate of Insurance (COI) for Liability to the Office of Event Services. The COI must meet the specific minimum amounts and have the correct language. Many organizations have readily access to a COI, while others may first need to purchase this insurance for the event, so please communicate these insurance needs early.

When an outside vendor comes to campus, it is important that the vendor has taken proper safety measures to protect Regis University and all members of the Regis University community. If there are any questions about the risks assumed with a particular event or vendor, please contact the Office of Event Services, who will assist you in the risk assessment process.

### **Minors on Campus**

Effective in the spring of 2014, there is a Regis University Minors on Campus Policy. This is designed to make sure that all youth are protected and safe when attending major events, camps, and conferences at Regis University. Please contact the Office of Event Services if your event includes minors.

### **Alcohol**

While many events and spaces on campus are permitted to have alcohol, there are major liability and safety considerations to keep in mind. In addition to the legalities of Colorado Liquor statutes, it is important to consider the safety and well-being of guests, the qualification of vendors, and the amount of staffing for such events. Please contact the Office of Event Services if your event includes alcohol.

### **Tabling**

Lobby and Vendor tables are used in the Student Center. The following procedures guide through the process of requesting and using Lobby and Vendor Tables. As with all Event Procedures, requesting users and guests should be in compliance with the Regis University Student Handbook and all applicable Regis University policies. Contact the Office of Event Services at [events@regis.edu](mailto:events@regis.edu) with any questions.

### **Overview**

All lobby tables must be reserved through Event Services. Each tabling group is provided with a 4' table in the Student Center Lobby. Outside groups that work with on-campus sponsors for tables must request tables through the sponsoring office. All groups must align with the sponsorship requirements. Sponsoring departments must have a primary contact that is

organizations may table in the Student Center Lobby at no cost.

Nothing is to be attached to any surface of the building in any way. Any distribution of handbills or dissemination of information, verbal or otherwise, shall be done from behind the table. If any food is to be distributed, extra permissions are required. Regis University reserves the right to deny use of its facilities and/or equipment at any time.

## **Lobby Tables**

Lobby Tables are 4'-long tables that are set out in the Student Center Main Lobby. These tables provide an opportunity for Regis University students to learn about relevant University-sponsored programs, clubs, events, or drives.

## **Reservations**

Groups are encouraged to reserve tables at least one month in advance. Reservations are made by contacting Event Services at [events@regis.edu](mailto:events@regis.edu). Reservations for the fall semester will start at the beginning of August. Reservations for the spring semester will start at the beginning of December.

## **Tabling**

When picking up the table, groups should visit the Student Center Information Desk. If no one is available at the table, please go upstairs in the Student Center to the Office of Student Activities. A hard copy print-out of the confirmation email must be provided in order to be provided with the table. A table and two chairs are provided. Tables must remain where they are placed, and tables may never block the Information Desk, the elevator, any walkways, or an egress. Only designated tables may be used for tabling.

## **Third Table / Patio Tabling**

Depending on weather (as determined by the Office of Event Services or a designated representative of Student Life), a third table may be assigned to the Student Center Patio on a tentative basis. If weather does not allow for outside tabling, then the third table reservation is voided. A third table may NOT be placed inside the Student Center.

## **Availability**

Lobby tables are available during the traditional academic year from Monday through Friday. Three timeslots are available, and subject to available times:

Lunchtime tabling block is 11-2.

Dinnertime tabling block is 4:30-6:30.

Outside groups that work with on-campus sponsors for tables must reserve tables through the sponsoring office. All groups must align with the sponsorship requirements. Sponsoring departments must have primary contact who is responsible for all table arrangements.

### **Food sales, Fundraising, etc.**

If money is collected or food is sold, approval first must be given by the Dean of Students or by Student Activities.

### **Submitting your request**

When requesting a table, please email the Office of Event Services ([events@regis.edu](mailto:events@regis.edu)) with the following information. While four weeks is recommended, be sure to email at least one week in advance.

Organization/Group Name	Ranger Day, Entrepreneur Club
Contact Person Information	Name, email address, and phone number of primary contact
Advising Staff/Faculty (if applicable)	Name of club advisor or class instructor
Name of Event at Lobby Table	Habitat for Humanity Sign-Up Table, Ramblers Ticket Sales, etc.
Preferred Days and Time Blocks	Mondays and Wednesdays, 11-1
Regis.edu/Events Information (At least 2-3 sentences inviting people to your table; share information about the table's purpose and what to expect.)	Are you wondering about how to get involved this year? Do you love one-on-one board games? Come by our table to test your knowledge about great board games and to win prizes. We will also have information about how you can join the Regis Board Game Club! For more information, please call our office at

## **Vendor Table Application and Agreement**

Outside companies are allowed to table and market to Regis University students on a limited basis, and there is a fee associated with the table rental for these Vendor Tables. Vendors should contact the Office of Event Services for more information. When tabling, community members must initiate the conversation. We ask that external organizations not approach patrons to hand out materials or petitions, which must be approved by the Dean of Students or his/her designee prior to table rental. Vendor tables are made available to allow outside businesses to educate students of services, offers, etc. The cost is \$150 per day. No items may be sold and no credit card applications may be given at a vendor tables. Outlets and additional equipment cannot be provided to vendors.

## **Parking**

Parking is available on a first-come, first-served basis. It is the responsibility of the sponsoring organization to communicate recommended parking to all external guests.

## **Reserved Parking**

There is a limited number of reserved parking spots that may be reserved through the Office of the President. If a special event needs parking spaces to be blocked off (such as space for a food truck or blood donor drive), then requests should be vetted through the Regis Events Management (REM) Meeting.

## **Overnight Parking**

Regis University parking lots are open from 5 a.m. to 12 midnight. Only select lots allow for overnight parking. Overnight parking is available in Lots 5 and 7.

## **Parking Shuttles**

Parking shuttles are available for guests in Lot 6 during traditional operating hours. Routes may be modified on a limited basis. This must be presented at REM. Additional parking shuttles may be arranged at the cost of the requesting department. Shuttles are managed by the Office of Auxiliary and Business Services.

See the Event Procedures in Appendix F for more information about presenting at REM.

## **Presenting at REM**

The Regis Events Management (REM) meeting gathers University events support staff to discuss major campus events. When planning your event, you may be asked to present at REM. Here are steps for presenting your event at REM.

(3-5 months before your event). Here are the steps and guidelines for presenting at REM:

### **Set up at time to present at REM.**

**Please contact** the Office of Event Services ([events@regis.edu](mailto:events@regis.edu)) to have your event added to the agenda. **REM is traditionally held for the first and third Tuesday of each month from 1:30-2:30 in the West Hall Conference Room.** If there are no presenters, REM may be cancelled.

### **Prepare relevant information.**

**Schedule your space and assess your event needs. Consider any questions you will have for our REM attendees. Attendance may vary with schedules, but most weeks, we have representatives from ITS, Media Services, Catering, Fine Arts, Marketing Communications, Physical Plant, Athletics, Campus Safety, Event Services, Auxiliary and Business Services, and more.** If catering, rental, cleaning, and other costs apply, please be prepared to provide your budget number.

### **Attend REM.**

We first start with any guest presenters, who usually speak for 2-5 minutes each. We close by reviewing upcoming events and any additional business. You are welcome to stay or leave after you present. Note: If you have many logistics needing attention, please print 10 copies with information about your event needs.

### **Specialty Rooms and Spaces**

Specialty Rooms may require an additional approval and request process. These include: Boettcher Commons, Student Center Main Café, Walker's Pub, Recital Hall, Clarke Hall Board Room, Dayton Memorial Library, O'Sullivan Art Gallery, and Clarke Hall Atrium. All events in specialty rooms must adhere to University policies and to specific policies as written below:

*See Event Procedures for more information about requesting Specialty Locations.*

#### **Dayton Memorial Library**

To learn more about reserving study rooms, media classrooms, and other spaces in the Dayton Memorial Library, please visit: <https://libguides.regis.edu/dmlrooms>

#### **Mountain View Room**

The Mountain View Room is the premier conference space at Regis University, accommodating groups up to 150 for round table seating or 300 for bleacher seating. The patio, lobby, and ticket counter outside the Mountain View Room must be requested separately. All food and drinks must go through the University food service provider.

#### **Recital Hall**

Hall. An additional cleaning fee will be assessed to any groups violating this policy. The outside lobby area can host a small reception (50 people, max.) for events. All food and drinks in this space must go through the University's food service provider. Specialty lighting and sound requires approval and may require extra staffing at extra cost. Refer to the Recital Hall Appendix for a complete listing of requirements specific to the Recital Hall.

### **Clarke Hall Board Room**

Each Board Room (DCH\*136 and 137) has a capacity of 25. When the wall is raised and both rooms are utilized as a single space, the capacity is 50. The Board Rooms will be scheduled on a limited basis as it is primarily designated for high, executive-level meetings. All food and drinks must go through the University food service provider.

### **Clarke Hall Atrium**

The Atrium (DCH\*106) has a capacity of 132 for reception-style events. The Clarke Hall Atrium is scheduled on a limited basis out of regard for the facility, those who work in Clarke Hall, and the limitations of the space. All food and drinks must go through the University food service provider.

### **Main Hall 333**

Main Hall 333 (MNH\*333) is available for groups with 48 or fewer guests with standard set-up. Its standard set-up is round-table seating, with three long tables provided along the back wall for catering. If the long tables are removed, the room may be set for 64 in round-table seating. A podium, computer, and projector are also available for projector needs. All food and drinks must go through the University food service provider. The room may be reserved through 25Live.

### **Boettcher Commons**

Events located on Boettcher Commons must be presented at the Regis Events Management (REM) meeting and receive approval. Due to limitations on power availability and irrigation issues, temporary facilities on the Boettcher Commons are restricted to locations delineated in Appendix A.

### **Walker's Pub**

Walker's Pub (STC\*107) has a capacity of 108. All alcohol consumption and sales must be in full compliance with the Regis University Student Handbook and with legal liquor licensing for that space. A stage may be set up in the space if approved. All trash and recycling should be taken out to the appropriate dumpsters following the event.

During the academic year, the Office of Student Activities (x3505) oversees all programming and reservations in Walker's Pub. For summer events, contact the Office of Event Services at [events@regis.edu](mailto:events@regis.edu) for assistance with reservations.

For seating at round tables, it has a capacity of 256. All food and drink services in the Main Café must go through the University food service provider. Availability for events is on a limited basis and may be restricted due to Café hours.



**1.800.388.2366**

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