

## Event Management Form

### CU Student Organizations/CU Departments/Non-CU Organizations

**"PLEASE NOTE:** Completion of this application does not constitute/guarantee approval of your event. This application is used to gather information regarding your event to help the University determine if your event meets the academic mission of the University and can be held on campus. You will then be notified by the appropriate scheduling authority that your event has been approved and you are clear to finalize the scheduling process. Only upon final approval will you be issued a confirmation/permit to hold your event."

**PLEASE NOTE: A completed and approved copy of this application must be on site with the organizer or designee.**

### **Sponsor Information**

#### **Event Coordinator**

*Individual(s) responsible and accountable for event who will provide oversight for the duration of the event. (Name of person responsible for scheduling event. Also, if the onsite responsible person for the event is different, please include their name and contact info)*

Name	<input type="text"/>	Cell Phone #	<input type="text"/>
E-mail	<input type="text"/>	(Please use your <b>colorado.edu</b> email Address)	
Name	<input type="text"/>	Cell Phone #	<input type="text"/>
E-mail	<input type="text"/>	(Please use your <b>colorado.edu</b> email Address)	
Other Contacts	<input type="text"/>		

#### **Event Information**

Event Sponsor or Organization	<input type="text"/>	<input type="checkbox"/> VIP Event
Date Request Submitted	<input type="text"/>	Date(s) of Event <input type="text"/>
(Final signature approvals for event should be completed <b>10 Business</b> days prior to event)		
Name of Event	<input type="text"/>	
Requested location	<input type="text"/>	

**Note:** See Facility Access web link for details on venue hours and access. <http://www.police.colorado.edu/services/access-facilities>

If your event is an outdoor event are you hosting one or more of the following (check all that apply):

<input type="checkbox"/> Concert	<input type="checkbox"/> Rally	<input type="checkbox"/> Information Fair	<input type="checkbox"/> Cultural Event	<input type="checkbox"/> Lawn Sign	<input type="checkbox"/> Temporary Structure
<input type="checkbox"/> Other	<input type="text"/>				

(Please note that outside events may be cancelled or re-located due to adverse weather conditions)

#### **Description of Event**

Please provide a **detailed** description of event. Include a diagram of the set up you plan to use. Please include any other information that you think is pertinent for your proposal, ie-parking needs, security needs, audio visual needs, **special building hours** and etc. Feel free to attach separate documents as needed in order to give us a comprehensive view of your event.

Number of Participants

Start Time

End Time

☐ Rooms request is outside of established hours of operation. (Fees will apply)

Setup Time

Take Down Time

**Food (Restrictions may apply)**

Is food being served?

☐ YES

☐ NO

If Yes Who is the Caterer?

☐ UMC Catering

☐ HDS

☐ Non-CU Licensed Vendor

☐ Other

Will food be sold?

☐ YES

☐ NO

If yes, by who?

**Events with Alcohol**

Service of alcohol requires the approval of the Campus Alcohol Agent, University of Colorado Police Department, and the Campus Office of Risk Management. For more information please contact the Campus Alcohol Agent at Phone 303-492-3269, Fax 303-492-3267, Email campusalcoholagent@Colorado.edu.

Will you be seeking approval for alcohol at your event?

☐ YES

☐ NO

**Money and Ticketing**

Please check all that apply for your event?

☐ The event is free

☐ There is a fee or admission price to attend the event

☐ Money is being collected (donations or silent auction)

☐ Event is open to the public

☐ Event is private/ invitation only

☐ Products will be sold/distributed

**Briefly explain:**

**Equipment and Setup**

These require a site survey with client, Facilities Management, Rental Company and Event Coordinator. Please check all equipment that applies to your event: ☐ Tables and chairs ☐ Tents ☐ Audio/Visual ☐ Staging ☐ Grills ☐ Porta potties

Please note: State law requires that any significant ground penetration (tent stakes, structures, fencing or sign posts) requires the requestor (or their vendor) to schedule utility locates by calling 811 or online at <http://www.uncc2.org/web/> prior to undertaking such work. Also, private or vendor vehicles are not allowed to drive or park on any landscaped surfaces.

**Recycling/Environmental Services**

Each group is responsible for cleaning up the area after the event. With more than 100 guests in attendance group is required to arrange for additional trash and recycling containers.

**Additional Information**

For additional information to assist you with planning your event please see the addendum pages located after the signature pages.

## **STOP**

After completing the form above email the form to your **CU Campus Event Planner** for review of your application. If it is completed and if there are no other questions a tentative reservation will be made and you will receive further information.

### **CU Campus Event Planner**

Event Planners Signature

Date

Event Planner's  
Comments

### **AUTHORIZATON FOR SCHEDULING A NON-ACADEMIC EVENT at THE UNIVERSITY OF COLORADO at BOULDER**

After receiving tentative approval of your event from your UMC Events Planner, you may email the form to the authorized event approvers below.

After you have received approval of your event from each of the authorized approvers you will need to return the completed forms to the UMC Events Planning and Catering Office for final approval of your event.

After all signatures have been received, please return to the UMC Events Planning and Catering Office in UMC 140 for final approval.

**Insurance and Liability** (Office of Risk Management, Carolyn Peet, email: carolyn.peet@cu.edu , ph. 303-735-5900, fax 303-492-1911)

Insurance and  
Liability  
Comments

Signature

Date

**Parking and Transportation Services** (Rocco Carbone, email; pts-events@colorado.edu, ph. 303-492-1323, fax 303-492-6116)

Parking and  
Transportation  
Services  
Comments

Signature

Date

**Department of Public Safety** (Event Safety Unit, email: DPSEvents@colorado.edu, ph. 303-492-5954)

Department of  
Public Safety  
Comments

Signature

Date

**Environment Health and Safety** (Brandon Boger and Sherril Potter, email: EHSEvent@colorado.edu, ph. 303-492-4002)

EH&S Comments

Signature

Date

**Facilities Management** (Zac Cameron, email: zachary.cameron@colorado.edu, ph. 303-735-3635 or Alan Nelson, email: r.nelson@colorado.edu, ph. 303-492-5524)

Facilities  
Management  
Comments

Signature

Date

**Facilities Management Recycling and Waste** (Jessica Bradley or Meggan Foster, email: jessica.bradley@colorado.edu or meggan.foster@colorado.edu, ph. 303-492-5321)

Recycling and  
Waste  
Comments

Signature

Date

**Fire and Life-Safety Group/Campus Fire Marshal** (Zach Niehues, email: zachary.niehues@colorado.edu, ph. 303-492-4042)

FLS Comments

Signature

Date

**\*\*\*For Student Events Only\*\*\* Student Organization Finance Office** (Norm Skarstad, email: sofoevents@colorado.edu, ph 303-492-6366)

SOFO  
Comments

Signature

Date

**\*\*\*For Duane Lawn Only\*\*\*** (Eric Erdos, email: eric.erdos@colorado.edu. ph. 303-492-8820)

Duane Lawn  
Comments

Signature

Date

**\*\*\*Engebretson Quad Only\*\*\*** (Kay Shepherd, email: kay.shepherd@colorado.edu, ph. 303-735-1665)

Engebretson  
Quad Comments

Signature

Date

**After ALL signatures have been received, please return to the UMC Events Planning and Catering Office in UMC 140 for final approval**

**UMC EP&C Office** (Roxane Ruggles, ph. 303-492-8833)

EP&C Office  
Comments

Signature

Date