UNIVERSITY OF COLORADO AT BOULDER

CAMPUS EVENT APPLICATION/VENUE REQUEST

CU Student Groups/CU Departments/Non-CU Groups

"**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."

SPONSOR INFORMATION

Sponsoring Group/Department _____

Sponsoring Group/Department **Method of Payment** _____

EVENT COORDINATOR

Description of Event:

Please provide a **<u>detailed</u>** 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. Feel free to attach separate documents as needed in order to give us a comprehensive view of your event.

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Estimated Number of Participants: _____

Set-up Start Time:_____ **Start Time:** _____**End Time:** _____**Clean Up/End Time**:_____

Night time outdoor events will require adequate lighting for safety and visibility purposes.

Film/Video Project
For film and video production, download, fill out, and submit to your instructor the <u>Film/Video Project</u>

Event with Alcohol

Serving alcohol on campus requires **Police or** approved **Security** on-site.   Additional paperwork and authorization is required. (Please note: Student Organizations may not sponsor alcohol events attended by underage students.) Certain venues prohibit alcohol at all times.

or storm sewers, parking lots, trash, etc., are regulated by Federal, State and Local laws; event planners/staff could be liable for costs and legal actions that arise from these occurrences.

- **Risk Management:** Risk assessments may be recommended on a case-by-case basis to determine safety and liability issues, insurance requirements, lawful alcohol service at an event, and also recommend University-based best practices and standards.

Money and Ticketing
- Is the event free and open to the public