



Campus Scheduling

PLANNING AN EVENT AT UNC

Conference and Events provides a one-stop shop for event planning and scheduling and services for all events, and special functions on the University of Northern Colorado campus, including the following:

- Events
- Meetings
- Classrooms
- Athletic facilities
- Outdoor Spaces/Parking Lots

The Conference and Events main office can be contacted at 970-351-2558 or Campus.Scheduling@unco.edu to initiate the planning process for any event on campus. The office is located on the main level of the University Center.

THIS DOCUMENT DOES NOT APPLY TO THE UNIVERSITY CENTER. FOR UNIVERSITY CENTER RESERVATIONS, CONTACT THE UC EVENT PLANNING OFFICE AT 970-351-1315.

WHAT TYPE OF EVENT?

1. Work with the members of your organization to assess the potential audience and their needs, interest and purpose of the program(s). Before contacting Conference and Events you'll need to have the following information:
 - Space requested
 - Date and time of event (start to finish including any setup and clean up time)
 - Sponsoring group's name
 - Event contact person (**each group must designate one primary contact. This contact should be the same person on all additional forms for the event**)
 - Type of event
 - Description of any activities planned

- Estimated attendance
 - Special requirements (tables, chairs, trash cans, etc.)
2. Decide on a specific event. Keep a record of all information, copies of forms and notes and store in a central location that is accessible by other department staff. **(This step will help to plan for future events and will be a resource for future planners.)**
 3. Deadlines for submitting information to Conference and Events:
 - Meetings requiring only space and/or tables and chairs: at least **3 BUSINESS DAYS** in advance
 - Specials events: **10 BUSINESS DAYS** prior to event
 - Large events (5k, concert, etc): at least **30 BUSINESS DAYS** prior to event

HOW DO YOU DO IT?

1. Decide how much you can spend on the program
2. Select a date and time after checking for availability. Availability will be confirmed after you schedule with Conference and Events.
3. Break down the program into easy steps and then delegate responsibilities of the program to members of the organization.

SELECTING AND RESERVING A VENUE

1. Scheduling Academic Spaces

All requests for events in academic spaces during the semester will be considered on a **first come/first served basis after the completion of the first week of classes** each semester. Listed below is order of importance for the University when reserving space:

- Academic courses
- University-sponsored events requiring specific facilities
- University-sponsored events open to the entire University community
- University-sponsored events restricted to membership or internal meetings
- Non-University group or organizational events open to the entire University community
- Non-University group or organizational events restricted to membership or internal meetings

Academic facilities are not owned by individual departments or campus units but by the State of Colorado and are operated and maintained by the University's Department of Facility Operations. (Pursuant to 3-7-115(1) of University Regulations)

2. Space Exceptions - The following spaces can be scheduled before the semester begins:
 - a. Lawn Areas (including Garden Theater)
NOTE: When a play performance is scheduled in Gray Hall, events in Garden Theater cannot have amplified sound.
 - b. Bank of Colorado Arena, Nottingham Field, Jackson Fields
NOTE: For all athletic spaces a Facility Manager is required to be on sight during the scheduled event, which does incur a labor cost that is not waivable.
 - c. Foundation Hall
NOTE: Requires a PVA technician
3. Organized events, programs, and activities scheduled on lawn areas must be scheduled through Campus Scheduling and Events.
 - Outdoor events may occur from 9:00 a.m. until 10:00 p.m.
 - An Outdoor Event Permit is required for any large outdoor event or an event that is using amplified sound. Outdoor Event Permits may be obtained from Conference and Events when reserving the space or online through the University of Northern Colorado Police Department website. [Click here to download.](#) **Once the application form is completed, return to Conference and Events.**

Note: The outdoor event application contains a noise permit but does not guarantee the right to use amplified sound. Reasonable complaints from neighbors may necessitate ending an event early.

ANY OUTDOOR PERMIT WILL NEED TO BE COMPLETED 10 BUSINESS DAYS BEFORE THE EVENT

- Amplified sound will be restricted to the following hours, depending on other events scheduled in buildings:
 - 9:00 a.m. to 10:00 p.m.
 - 9:00 a.m. to 8:00 p.m. in lawn areas near residence halls

HOW MUCH WILL THIS COST?

ACADEMIC AND INSTRUCTIONAL EVENTS IN STATE FACILITIES

There is no charge for spaces if the following apply:

1. Any event that is an academic course (on class schedule) or part of instruction program:
 - Classrooms
 - Auditoriums
 - Labs
 - Practice rooms
 - Theaters
 - Gyms
 - Swimming pools
 - Fields
2. Any event for a student chartered organization or club as long as they do not charge for the event and the event is held during regular staffed hours of the facility
3. Any event of a state-funded University department, unless they charge admission, registration, etc.

NOTE: There are no facility rental fees and no fees for standard equipment, however charges may be incurred for extra labor in certain facilities, equipment brought into the facility for the event that is not standard to the space, i.e. staging

UNIVERSITY SPONSORED EVENTS

- UNC colleges, departments, functional units, University recognized student organizations, University allies or affiliated organizations such as UNC Foundation or Alumni Association indicate that they would like to sponsor an event or meeting for a non-University individual or group in our campus facilities. This sponsorship may mean the University's name is on the marketing and program material. It may also mean that the UNC group is providing staff assistance for the event, i.e. referees, score keepers, moderators, registration table staff, hosts, campus guides, etc.
- Sponsored event or meeting for a non-University individual or group must be of educational, social or cultural significance and be consistent with the mission of a public educational institution
- Sponsor must initiate request through the Campus Scheduling and Events Office and continue to work with the outside individual or group and the Campus Scheduling and Events Office from initial request to close-out of the event, including billing.
- Sponsor must facilitate and be present during entire event

- Revenues and expenses of events are not processed through University accounts but rather in the non-University individual or groups outside account
 - Rental, equipment, lab and labor fees will be assessed. Sponsors may choose to donate their staff for events, however, they do not have the authority to donate facilities, equipment, supplies, etc.
 - Sponsor agrees to pay for event, or sponsor passes fee payment obligations on to the non-UNC individual or group and must provide accurate billing information.
- SPONSORSHIP DOES NOT MEAN FREE OR DISCOUNTED USE OF UNIVERSITY FACILITIES AND RESOURCES**

PAYMENTS AND CANCELLATIONS

Conference and Events must be notified of all cancellations and changes to scheduled rooms. The following non-refundable payment schedule will be followed:

1. Payment: The remaining balance is required to be paid no later than **30 days** after the event
2. Payment by EIO: UNC departments and chartered student organizations must make payment using an EIO (Electronic Internal Order) and attach an Official Function Form if necessary
3. Cancellation: **USER** will be charged for all reserved spaces, unless written notice of cancellation is received by the Campus Scheduling and Events Department from **USER** at least **1 business day** prior to the date of the Event if a meeting, **2 business days** if a large event. More notice is preferable than above, if possible.
4. Additional Charges

The **USER** is responsible for the general behavior of event participants. **ADDITIONAL CHARGES WILL BE ASSESSED FOR EXCESSIVE CLEANING REQUIRED AND FOR DAMAGE TO THE FACILITY OR EQUIPMENT.**

The **USER** is responsible for any additional labor fees incurred during the event

EVENT POLICIES

ALCOHOLIC BEVERAGE POLICES

1. Colorado laws with regard to the sale and consumption of food and beverages are strictly enforced.
 - Facilities: the only UNC facilities licensed for alcoholic beverages are listed below:
 - Nottingham Field
 - Jackson Field
 - Centennial Hall

- University Center
 - All alcoholic beverages must be ordered through University Scheduling and Events and will be served by University Catering
 - Alcoholic beverages will not be allowed outside the designated service area and/or building
 - **NO OUTSIDE ALCOHOL MAY BE BROUGHT INTO THE FACILITIES**
 - 2. The UNC police will be advised by Campus Scheduling and Events of any event that is scheduled which is serving alcohol or has had a history of problems or facility abuse in the building
 - 3. **THE UNIVERSITY RESERVES THE RIGHT TO REFUSE SERVICE TO ANYONE WHO CANNOT PROVE LEGAL DRINKING AGE OR APPEARS VISIBLY INTOXICATED**
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ON-CAMPUS TEMPORARY FOOD SERVICE PROCEDURES

Forms are obtained by Conference and Events- once completed, it is returned to Conference and Events who will then forward to UNC Dining Services:

1. The Department of Public Health and Environment and the University of Northern Colorado have adopted the procedures to ensure that basic food sanitation requirements and practices are incorporated into temporary food service locations on campus and those requirements are attached to the [On Campus Food Service application](#)
2. If a group is having food at any event UNC Dining Services must be notified and the On Campus Food Service application must be submitted at least **10 BUSINESS DAYS** prior to the event. If a group wants to have a food truck at their event, there are further requirements and paperwork needed that will need a notification of at least **30 BUSINESS DAYS** prior to the event (See Campus Scheduling and Events for those requirements)

THESE PROCEDURES ARE IMPLEMENTED AND ENFORCED TO HELP ENSURE THAT THE OUTCOME OF YOUR EVENT IS A SUCCESS. CAMPUS SCHEDULING AND EVENTS IS HERE TO ASSIST YOU IN MAKING YOUR EVENT A MOMENT TO REMEMBER.