



25Live Pro

Event Scheduling Resources

Please contact Conference and Event Services (CES) to reserve any event space at the University of Northern Colorado. Event spaces include, but are not limited to, Campus Commons, University Center, Athletic Spaces, Outdoor Theaters, and all Lawn Areas.

Any possible reservation that is not directly related to academic scheduling should be directed to Conference and Event Services for scheduling. If an academic event happens to require special resources or accommodations, those reservations should also be scheduled by CES.

Any non-course related guests or groups (both affiliated or non-affiliated with UNC) requesting the use of an academic space for meetings or events are asked to please go through the CES for reservations as well.

These protocols will ensure that necessary departments are contacted, appropriate resources are assigned and delivered, proper documentation or permits are filled out, that police presence is requested when necessary, that parking is considered, and that insurance is documented when applicable.

Reservation requests can be submitted to Conference and Event Services:

- **by filling out the Qualtrics Survey located on the website at <https://www.unco.edu/events/>**
- **by sending an email to event.services@unco.edu**
- **or by calling CES at 970-351-2558.**