



25Live Pro

Event Scheduling Resources

Direct any 25Live questions to: 25LiveHelp@unco.edu

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. (Fees may apply.)

Any possible reservation that is not directly related to academic scheduling should be directed to Conference and Event Services for scheduling. This includes any recognized student organization (even if academically affiliated like an Honors Society Event). Also, if an academic event happens to require special resources like tables and chairs, or special accommodations like lighting or outdoor space use, those reservations should also be scheduled by CES.

These same guidelines apply to Residential Life Schedulers as well. Any reservation not directly related to departmental meetings or internal residential programming should go through Conference and Event Services. Reservations needing special resources like catering or tabling are to go through CES as well, even if the event is for internal purposes.

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

Conference and Event Services is to be involved in any reservation that invites the public to campus (in any capacity). This applies to all scheduling whether it be for Academics, Admissions (Discover or Destination events), Orientations, Residence Life, or Athletics (MOU exceptions may exist).

These protocols will ensure that necessary departments are contacted, appropriate resources are assigned and delivered, proper documentation or permits are filled out, that any necessary police presence is requested, 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/> (preferred)**
- **by sending an email to event.services@unco.edu**
- **or by calling CES at 970-351-2558.**