



Policy Number 2.5.1

Chapter: Activation

Title: Special Events on Campus

Division/Department: Activation/Special Events Department

Policy Administrator: Director, Special Events

Adoption Date: May, 2012

Revision Dates: September 22, 2017

1. PURPOSE

Selected facilities and venues owned or controlled by the Auraria Higher Education Center may be reserved by institutional groups and members of the external community for Special Events and other activities. Hosting events and activities supports the traditional mission of a higher education campus, provides auxiliary revenues, and promotes the visibility of the campus. This policy governs how such facilities and venues are reserved and used.

2. DEFINITIONS

- 2.1. AHEC Facility(ies): All facilities, venues, and other spaces located on the AHEC campus and made available for event use by the Special Events Department (SED). SED will maintain a list on its website of AHEC Facilities available for events, which SED may modify from time to time.
- 2.2. Authorized Campus Caterers: Caterers who are authorized to provide services within the buildings and on the campus grounds.
- 2.3. Client: The individual or entity that requests or reserves an AHEC Facility for a Special Event. An External Client is an outside group or individual who has no direct affiliation to AHEC or a Constituent Institutions. An Institutional Client is a group or organization that originates within one of the Constituent Institutions or AHEC.
- 2.4. Constituent Institution: As defined in C.R.S. § 23-70-101(b), an institution of higher education at and within AHEC, including Community College of Denver, Metropolitan State University Denver, and University of Colorado Denver.

- 2.5. Major Special Event: A Special Event at which the following conditions apply:
 - 2.5.1. 100 or more persons are anticipated to attend; and/or
 - 2.5.2. ACPD or SED staff determine, using a content-neutral analysis, that the Special Event is likely to significantly affect campus safety and security or normal campus operations such as classes and other educational activities, business operations and workplaces. Any determination reached by ACPD and/or SED staff that a Special Event will require extraordinary security measures must be reviewed by the AHEC General Counsel.
- 2.6. Special Event: A pre-planned activity that brings a group of people together for a limited time to celebrate, entertain, or gather for social, educational, extracurricular, or business purposes. Examples include weddings, concerts, festivals, parades, carnivals, circuses, flea markets, marathons, walk-a-thons, races, and bicycle events. .
- 2.7. Special Events Department (SED): A department of the AHEC Division of Activation, that has sole responsibility for scheduling and managing the use of AHEC Facilities for Special Events.
- 2.8. Student Groups: Student organizations, fraternities and sororities, student government assemblies, student clubs and club sports, and other Student Groups officially recognized by AHEC or one of the Constituent Institutions.

3. POLICY

- 3.1. AHEC reserves the sole right to determine which AHEC Facilities may be made available for a Special Event at any time.
- 3.2. Reserving AHEC Facilities for Special Events
 - 3.2.1. AHEC Facilities may not be available for scheduling of Special Events on holidays recognized by the Auraria Campus or when the campus, or certain facilities, are closed. There may be instances where campus is closed, such as for inclement weather, and such closure impacts a planned Event. In those instances, AHEC will use reasonable efforts to reschedule or relocate the event to a time and place acceptable to the Client.
 - 3.2.2. Due to safety and security issues, overnight functions (continuing from dusk until dawn) are not allowed in any AHEC Facility.
 - 3.2.3. The Client must reasonably estimate the anticipated attendance at its Special Event and will be assigned an appropriate AHEC Facility as

determined by SED. A Client may reserve space larger than needed for its anticipated attendance so long as the correct fee is paid.

- 3.2.4. The Client who holds the reservation must be primarily responsible for initiating, planning, presenting and participating in the Special Event. Institutional Clients and Student Groups may not reserve space for other groups or organizations.
 - 3.2.5. Any Client that wishes to host or sponsor a Major Event must contact SED to make a preliminary reservation request for the Major Event's desired location, no less than 30 days prior to the Special Event date, and provide general information regarding the proposed Major Event, the parties involved, who it will be marketed to, anticipated number of participants, and related information sufficient to allow for appropriate planning.
 - 3.2.6. AHEC Facilities, except for General Assignment Classrooms, are not intended for regularly scheduled credit-bearing classes or academic functions such as ongoing, professionally-staffed tutoring. Academic classroom facilities on campus are appropriate for those functions. Academic classes that wish to schedule Special Events in AHEC Facilities, such as lectures, film screenings, demonstrations, exhibits, projects, performances, etc., may do so based on availability.
 - 3.2.7. Changes to Special Event details (e.g., expected attendance or location) that require a change of venue, involve additional security concerns, or significantly change the needs for the Special Event may not be able to be accommodated.
- 3.3. During the academic year, spaces may be held by SED primarily for use by Institutional Clients, especially during the most highly requested hours. Reservations of such spaces by External Clients is subject to availability as determined by SED.
 - 3.4. Contract for Use
 - 3.4.1. When an AHEC Facility is reserved for a Special Event, the Client will sign a standard contract with SED for the use of the AHEC Facility. The contract will govern the specific terms and conditions of the Client's use of the AHEC Facility, which shall be in addition to this Policy. Contract forms will be reviewed and approved by the AHEC Legal Department.
 - 3.4.2. The contract will contain provisions covering liability, damages, equipment rental, and insurance requirements.

- 3.4.3. Charges will be assessed directly to the Client for damages, extra clean-up, or unscheduled security support needs.
- 3.4.4. Failure to pay any charges associated with the use of AHEC Facilities may result in the loss of future rental privileges for the Client.
- 3.5. Police Services and Security
 - 3.5.1. ACPD will provide security for all Special Events, if needed, and will approve and oversee security provided by any outside agency.
 - 3.5.2. ACPD will charge the Client for security arrangements based on the number of personnel required to provide security as determined by ACPD. Security fees will not be increased or decreased based on the subject matter of the Special Event or the viewpoints, opinions, speech or expression of the sponsors, performers, or others participating in the Special Event.
 - 3.5.3. Security coverage will be required when the following are included at the Special Event: alcohol service, cash handling, high profile attendees that cause a heightened need for security, or other risk factors as determined by SED.
 - 3.5.4. ACPD will determine security measures that, in its professional judgment, will address security threats identified by ACPD's assessment of factors including, but not limited to, the date, time and duration of the Special Event, type of Event, and anticipated attendance. Security measures may include, but are not limited to, adjusting the venue, date, or time of the Special Event; providing or requiring additional law enforcement or security personnel; imposing controls or security checkpoints; and creating buffer zones around the venue.
 - 3.5.5. ACPD and Special Events may impose restrictions on a Special Event based on a variety of factors. These restrictions may include banning items such as backpacks or large bags/purses etc. and requiring scanning of all attendees with metal detectors or by a pat-down/physical inspection.
- 3.6. Outdoor Events
 - 3.6.1. Certain outdoor areas are available for Special Events. Outdoor Special Events are regulated by the scheduling procedures established by SED.
 - 3.6.2. Specific placement of equipment, staging and other activities

requiring setup must be arranged in advance through SED to ensure safe ingress/egress into adjacent facilities, as well as fire safety access to other parts of the campus.

- 3.6.3. Requests for evening Special Events in certain areas may be dependent upon lighting availability after dusk.
 - 3.6.4. Sale and distribution of food, beverages, and alcohol must comply with campus, city and state laws and regulations and AHEC policies.
 - 3.6.5. Only one Special Event at a time will be allowed in each specific approved location.
 - 3.6.6. Outdoor areas that have not been reserved may be utilized on a first come, first served basis, but are subject to being displaced by a group with a scheduled reservation.
 - 3.6.7. Street closures must be approved by SED, ACPD, and the AHEC Parking and Transportation Department in advance and should be communicated as soon as reasonably possible to the Constituent Institutions.
 - 3.6.8. Event support items such as portable restrooms, fencing, barricades, etc., may be required at the Client's expense. SED must approve layout and use in advance.
 - 3.6.9. For Special Events including amplified sound, the sound shall be kept at a level that does not disturb activities and instruction in nearby buildings or outdoor spaces. Amplified sound must comply with an 80-decibel limit, measured at the nearest occupied academic or residential building. SED or ACPD will check decibel levels at the nearest occupied building or Auraria Campus boundary. There will be no amplified sound permitted during the last two weeks of the fall and spring academic semesters.
- 3.7. Authorized Campus Caterers
- 3.7.1. The Auraria Campus features a variety of caterers who are authorized to provide services within the buildings and on the campus grounds. Except for a Special Event that involves an attendance of less than 35, food or beverages served in AHEC Facilities must be provided by one of these Authorized Caterers (no other caterers will be allowed to serve within AHEC Facilities). SED will serve as the control point for proper utilization of Authorized Caterers.
 - 3.7.2. Food trucks are only allowed as part of a reserved Event and must be

approved by SED not less than five business days before the event.

- 3.7.3. Scheduling of additional time to allow for catering setups and cleanups may be required depending on the nature of catering services. The Client scheduling the room will be responsible for any additional charges associated with holding the room extra time for catering set-up and clean-up.
- 3.7.4. Special Events may be exempt from the exclusive catering requirements, with SED approval.

3.8. Special Events Involving Alcohol

- 3.8.1. A Campus Alcohol Service Permit for service or sales must be obtained from SED. When alcohol is sold, a state or city/county permit is also required. Alcohol is considered “sold” at a Special Event when admission is being charged, servings are sold, or a collection is taken prior to the Special Event.
- 3.8.2. A Campus Permit will not be issued prior to the Client obtaining and providing evidence of appropriate approvals from the city or state when required.
- 3.8.3. A copy of the application and the final approved permit must be provided to Special Events in advance of the Special Event.
- 3.8.4. Alcohol is not allowed in any common areas of buildings.
- 3.8.5. All Special Events involving alcohol require the Client to provide a minimum of 14 days’ notice to SED. For Major Events, a minimum of 30 days’ notice is required. On a case-by-case basis, SED may waive these minimum notice requirements as circumstances warrant.
- 3.8.6. The Client assumes responsibility for ensuring that persons under 21 years of age, or who are intoxicated, are not served alcoholic beverages. There must be adequate safeguards in place to control for this.
- 3.8.7. Alcohol consumption must be confined to the reserved AHEC Facility and alcoholic beverages must be served in open containers. Alcohol may not be brought into a Special Event, nor taken out of the defined scheduled area. Clients are required to have certified servers and/or bartenders (check with SED for requirements). All alcoholic beverages must be served by persons at least 21 years of age.
- 3.8.8. Water and non-alcoholic beverages and food must be provided at all Special Events serving alcoholic beverages.

3.8.9. Last call for any Special Event involving alcoholic beverages must take place 45 minutes before the scheduled Event end time. Alcohol service must cease 30 minutes before the scheduled Event end time.

4. APPROVAL AND ADOPTION

This Policy has been reviewed and approved by the Board of Directors for the Auraria Higher Education Center.

Date: _____

Approved by: _____
Chairperson of the Auraria Board