



### Interim Tivoli Space Request Process

Tivoli Student Union offices and rooms are occupied by student organizations, campus departments, services for students, and vendors providing services for staff, faculty, students and visitors to campus.

Each Institution of Higher Education (IHE) receives a designated amount of space for free and any additional space their clubs, student services, and departments have in Tivoli is leased to the user at a discounted rate.

Space in the Tivoli is prioritized for student serving organizations who provide service to a wide breadth of students. The group should require a physical space to operate and that space should be occupied often during regular business hours. Organizations that contribute to cross-campus partnerships and community building will be given extra consideration in the space request process.

It is likely that the Tivoli will get a much-needed renovation in the next 3 years if the project is awarded funding from the State of Colorado or other source. During this time before the renovation, an Interim Tivoli Space Assignment Committee (ITSAC) has been established to review requests. If there are any offices or rooms available in the Tivoli, requests will be accepted and reviewed prior to each semester on the following schedule:

Semester	Request Form Due	Decision Made
Fall Semester	June 1	July 1
Spring Semester	November 1	December 1
Summer	April 1	May 1

The process to request space is as follows:

1. Club/Group/service representative completes [Tivoli Space Request Form](#) and share it with their designated ITSAC IHE representative:
  - a. CCD: Sydney Pedregon, Dean of SPARC - [sydney.pedregon@ccd.edu](mailto:sydney.pedregon@ccd.edu)
  - b. MSU Denver: Alex Staneski, Campus Planner - [astanesk@msudenver.edu](mailto:astanesk@msudenver.edu)
  - c. CU Denver: Sabrina Simurdak, Space Management Coordinator - [sabrina.simurdak@ucdenver.edu](mailto:sabrina.simurdak@ucdenver.edu)
2. IHE representative sends form to the Interim Tivoli Space Assignment Committee through Carl Meese, Deputy Chief of Planning and Sustainability at Auraria Campus, [carl.meese@ahec.edu](mailto:carl.meese@ahec.edu)
3. The Interim Tivoli Space Assignment Committee reviews requests for any available space according to the above schedule and provides a decision response to both the IHE representative and the Club/group/service representative.

The designated institutional Tivoli space contact is responsible for making sure that any student life, finance, or academic departments are aware of and supportive of this request prior to submitting.