

Ballroom 235 Policies

RENTAL

- A Deposit for the full rental fee is required to hold Ballroom 235. All rental fees are non-refundable and non-transferable. If the rental fee is not received 60 days prior, the reservation will be cancelled.

PAYMENTS

- Payments for all charges must be received in the UMC Events Planning & Catering Office one (1) week prior to the event date, or a late fee of 25.00 will be charged. Non-Profit groups or organizations must present a Federal Tax ID Number or Colorado Form 501-C3.

EQUIPMENT POLICY

- Please make arrangements for equipment rental with the UMC Events Planning & Catering Office a minimum of 2 weeks before the first date of the event.
- Non-University customers are not permitted to bring their own equipment into the UMC unless it cannot be provided by the UMC and permission is granted from the UMC Events Planning & Catering Office.

CHANGES

- ALL CHANGES must be made in writing to the UMC Events Planning & Catering Office by the responsible party. Customers who request changes in their set-up less than one (1) week out will be charged a late fee of \$25.00. Multiple set-ups for single day events will be charged in addition to the room rental based on actual custodial and set-up labor charges.

CANCELLATIONS

- CANCELLATIONS MUST BE MADE IN WRITING via email or faxed (303-492-4327) to the UMC Event Planner coordinating the event a minimum of 30 days prior to the event date, or the client will be responsible for the full rental charge.

PARKING

- For all parking arrangements, please contact Parking & Transportation Services at 303-492-7384 or pts-events@colorado.edu.

LIGHTING AND SOUND

- Contact UMC AV Manager: 303-735-5096 or umc-av@colorado.edu.

FOOD AND DRINK

- ALL FOOD AND DRINK must be purchased through the UMC Events Planning & Catering Office at (303)-492-8833 or online at <http://colorado.edu/umc/events/catering-order>. Due to health codes, UMC Events Planning & Catering cannot allow leftover food to be taken from an event. All food remains the property of the UMC.

ALCOHOL

- MINIMUM 2 WEEK NOTICE REQUIRED
 - Campus Policy prohibits students or student organizations from hosting events with alcohol.
 - The UMC holds a Hotel and Restaurant License to sell alcohol on the UMC premises only.
- All events with alcohol require tips trained bartenders. All alcohol sold on the UMC premises must be purchased by the UMC. Please contact UMC Events Planning & Catering to discuss the type of alcohol services available and what cost and labor fees apply.

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SECURITY

- MINIMUM 2 WEEK NOTICE REQUIRED
- ALL Events in the UMC after 5 pm and on weekends require security.
- ALL EVENTS WITH ALCOHOL require security. The UMC Administration reserves the right to determine which events require security. Larger events over 75 guests, celebration or dance type events, or performances are subject to security staffing requirements. Please contact your Event Planner with as much notice as possible. If security cannot be provided, the event may be cancelled.

SAFE MEETING

- ALL DANCE / PARTY / CELEBRATORY event organizers must attend a safe meeting. The Safe Committee Mediator will contact the responsible party on the reservation via email with their specific date and time, a minimum of one (1) month prior to their event date. Please ask your event planner if you have any questions.

DECORATIONS

- Nothing may be attached to Ballroom 235 walls; freestanding decorations may be used. Banners and flags may be hung from the Light Bars so long as the hanging method will not damage the bar.
- GLITTER, CONFETTI, or OPEN FLAME (including candles) are NOT permitted in any University of Colorado facilities.

BOOKS OR MERCHANDISE SALES

- Any book sales or other merchandise sales at events must first be approved by the UMC Events Planning & Catering Office and may involve separate approval from the CU Book Store. The CU Book Store may require up to 15 days advance notice of book sales. Please inform the UMC Events Planning & Catering Office as soon as possible if you are planning to sell any items at an event.

UMC COMPUTING AND NETWORK CONFERENCE SENSITIVE DATA POLICY

- The purpose of this policy is to clarify the responsibility of conference organizers and attendees using sensitive data, including but not limited to: PCI, FERPA, HIPAA data, over the University network wired and wireless. It is the conference organizer's sole responsibility to properly ensure that the data being used over the University network is properly secured.
- Data Standards and Resources
- PCI: <https://www.pcisecuritystandards.org/security_standards/>
- FERPA: <<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>>
- HIPAA: <http://www.hhs.gov/ocr/privacy/>

FORCE MAJEURE

- Neither party shall be considered to be in default as a result of its delay or failure to perform its obligations herein when such delay or failure arises out of causes beyond the reasonable control of the party. Such causes may include, but are not restricted to, acts of God or the public enemy, acts of the State or the United States in either its sovereign or contractual capacity, fires, floods, epidemics, strikes and usually severe weather; but, in every case, delay or failure to perform must be beyond the reasonable control of and without the fault or negligence of the party.

Updated 6/19/14