I. Purpose
The Iliff Events Committee is committed to supporting meaningful events for Iliff, the Iliff community, and greater Denver. We are committed to supporting the mission of the Iliff School of Theology and in benefiting the institution through the events we host. Note: The Iliff Events Committee assumes no responsibility or liability for any event hosted at Iliff. Please see Section IV below.

The Event Proposal form is required for all events (planned by staff, faculty, students, trustees, and/or other) that are not already included in the Academic Calendar. Please visit the form here: https://sites.google.com/a/iliff.edu/event-proposal/home

II. Scheduling
All facility space usage requests should be completed online using the Event Proposal Form: https://sites.google.com/a/iliff.edu/event-proposal/home Forms for room set-up (if different from the location’s regular room set-up), A/V requests, and parking should be completed as needed at least eight weeks in advance of the event (Students: see Section III B:2 for specifics).

III. User Definitions
The following categories of facility usage and fees apply to individuals, groups, or organizations utilizing Iliff facilities:

A. Iliff Academic and Worship Activities (Staff and Faculty) –
Activities directly related to Iliff courses, programming related to coursework, staff/faculty meetings, departmental meetings, and regularly scheduled worship services. Activities within this category are exempt from event-related room fees, except for staff overtime. Activities that fall into this category would include such examples as classes, weekly worship services, practica, and new student orientation.

B. Iliff Sponsored Events –
Activities directly related to the life of the community beyond the classroom – student programming, recreation, faculty and staff development, etc. Programs may be scheduled or sponsored by a department and/or student organization(s). Activities within this category are exempt from event-related fees except for staff overtime, A/V costs, and receptionist costs (when events are outside of regular business hours).

Iliff sponsored events fall into the following categories:
1. Official Iliff Sponsored Events – Events that are scheduled by faculty, staff, administrative offices, and departments that are planned primarily for members of the Iliff community (recognizing that guests may attend these programs as well). Examples of these types of events are graduation, non-regularly scheduled worship services through the Dean of the Chapel, and Opening Convocation.

2. Iliff Student Events – Events hosted by Student Senate officially recognized student organizations and by student groups recognized by the Events Committee primarily for the members of the Iliff
community (recognizing that guests may attend these programs as well). Examples of these types of events are student meetings, student conferences, movies, or other social activities.

3. Events are kindly requested eight weeks in advance in order to receive first priority; however, student events may be submitted four weeks in advance.

C. Iliff Related Events –
Academic/educational/administrative workshops arranged by students, staff, faculty or departments that charge a fee and are open to the public. These programs or events must be developed and managed by an Iliff sponsor. Examples of these types of events include the Women’s Salon and Diversities-sponsored events.

Regardless of revenue generation (either for the Iliff party or outside party), hosts of activities that fall into this category are responsible for any staff overtime, audio/visual needs, special cleanup, receptionist (if outside of regular business hours) costs, or special equipment.

D. Iliff Co-Sponsored Events –
These are academic programs, conferences, and events involving Iliff (academic, administrative, and/or Student Senate officially recognized student groups only) and an external organization that directly benefit the school, including professional organizations of which faculty or staff hold membership that directly benefits the school.

Iliff, as a co-sponsor, will be responsible only for the room rental fee(s). All other expenses will be charged to the non-Iliff co-sponsor unless otherwise agreed upon before the event starts.

All Iliff co-sponsored events will require a contractual arrangement with the Business Office and signed signatory approval by a vice-president. Examples include the UUA Summer Seminary Program, co-sponsored by Admissions; or The State of the Death Penalty, co-sponsored by Diversities, for the benefit of the department.

The event that is co-sponsored by Iliff should align with Iliff’s mission and vision. All other events that do not fit this category are addressed under sub-head E.

Activities that fall into this category will require fee payment* by the non-Iliff co-sponsor for:
• Catering (see under IX: Hospitality)
• Staff overtime
• Reception desk attendant (required for all events)
• Utility charges (mandatory for all events outside of regular business hours)
• Audio-Visual equipment staff (mandatory for usage of equipment)
• Set-up charges
• Cleaning deposit (refundable upon approval by the business office)
• Parking and parking attendants (per contract specification)
• Cancellation of event (per contract)
• Security (per contract specification)
• Parking
*You will be issued an itemized quote before the event.
The following criteria must be met for an event to be considered for co-sponsorship:

- The outside organization must be working with a department of the school.
- A faculty or full-time staff member must be in attendance at the event during the duration and must ensure that all guests have left the premises after the event is completed.
- An overview/purpose for the event must be provided to the Events Committee at least eight weeks prior to the event date. Failure to submit an overview/purpose will result in a delay in the event’s approval and scheduling process.

The following criteria must be adhered to for use of the Iliff logo, name or likeness in promoting events:

- Permission for the use of the Iliff name must be obtained in writing at least eight weeks in advance of the event from the Iliff’s Director of Marketing Communications.
- Approval of all promotional materials must be made in writing at least eight weeks in advance from Iliff’s Director of Marketing Communications before Iliff’s logo, name or likeness can be used in any event promotion.
- Approval to link to the Iliff website must be obtained at least eight weeks in advance in writing from Iliff’s Director of Marketing Communications.

Please note that co-sponsored events (with Iliff as a key co-sponsor) and Iliff events will be the only events listed on Iliff’s website.

- Specific hospitality and room set up requests, along with audio/video requests, can be made upon receiving approval of the event from the Events Committee. An email will be sent with links to Hospitality and A/V or IT needs. Staff are not permitted to accommodate additional requests made on the day of the event.
- Iliff must be notified of cancellation at least five business days in advance of the event’s start time or cancellation charges for the room will apply.

E. Non-Illiff/External or Individually Sponsored Events –

Programs and activities organized by community groups or individuals not included in the organizational structure of Iliff, or for staff/faculty/student individually-sponsored events that do not directly benefit Iliff’s mission based on criteria outlined by the Events Guidelines and Policy.

For questions or assistance in completing the Event Proposal Form, please contact Donna Frey, Facilities, dfrey@iliff.edu. All non-Illiff/External or Individual Sponsored Events will require a contractual arrangement with Iliff School of Theology.

Activities that fall into this category will require room rental fees in addition to support services fees as determined by the Events Committee at an hourly rate*, including:

- Room rental fee
- Catering (see under IX: Hospitality)
- Staff overtime
- Reception desk attendant (required for all events, including those outside of regular business hours)
- Audio-Visual equipment mandatory training (required for usage of equipment)
- Utility charges (mandatory for all events outside of regular business hours)
- Cleaning deposit (refundable upon approval by the business office)
- Parking and parking attendants (per contract specification)
- Cancellation (per contract guidelines)
• Security (per contract guidelines)
• Set-up charges
* An hourly rate of $200/hour will be included if the event is hosted outside of Iliff’s regular business hours, as detailed below in Section X.

Exceptions to room charges include:
• Weddings and other ritual use of the Iliff Chapel for current students, alumni/ae, trustees and their immediate families, and faculty and staff, and their immediate families free of the normal room charge. All other charges will be assessed, including those for receptionist, wedding coordinator, and parking attendants. Regular fees apply if the persons do not meet the previous exceptions and are only using the Iliff faculty member or student to perform the ceremony.
• Groups from the Rocky Mountain Annual Conference of the United Methodist Church may use Iliff facilities at a reduced room rental rate if school facilities are available. These groups are responsible for security charges, utility fees, staff charges, insurance fees, or other fees that may be accrued in hosting an event at Iliff.

In order to minimize liability risks, Iliff requires any organization or individual within this category to provide the Iliff Business Office with a Certificate of Insurance as outlined in the terms of the contract. This can be purchased through the EIIA website https://securespecialeventinsurance.com/EIIA if your institution does not offer liability insurance coverage.

Under these guidelines, any commercial filming/videotaping would be considered a non-Iliff/external event. Iliff holds the right to review the nature and scope of any commercial filming or videotaping to determine if the activity meets Iliff standards. This action is the responsibility of the Marketing and Communications Department under consultation of the Office of the President.

Iliff must be notified five business days in advance of the event’s start time or cancellation charges for the room will apply.

IV. Event Categories Fee Assessment Responsibilities
Facility and administrative fees will not be assessed for:
• Iliff Academic Activities
• Iliff Sponsored Events
• Official Iliff and Student Events

Facility and administrative fees* are applicable to:
• Iliff Related Events
• Iliff Co-Sponsored Events
• Non-Iliff Events/External Events

All event categories are responsible for support services as determined by the Events Committee at an hourly rate*, including:
• Public Safety/Security
• Information Technology
• Physical Plant (on-site building and maintenance staff, electricians, etc.)
• Logistical services
• Media services
• Grounds
An hourly rate of $200/hour will be included if the event is hosted outside of Iliff’s regular business hours, as detailed below in Section X.

V. Insurance Requirements
The following classification of events will be required to submit a Certificate of Insurance to the Iliff Business Office upon request for use of any Iliff space:

- Iliff Related Events
- Iliff Co-Sponsored Events
- Non-Iliff/External or Individual Events

Groups must provide a copy of proof of insurance that stipulates The Iliff School of Theology is an “Additional Named Insured.” This can be purchased through the EIIA website https://securespecialeventinsurance.com/EIIA if your institution does not offer liability insurance coverage.

VI. Room Rental Charges/Fee Schedule

Room Rental Charges:

<table>
<thead>
<tr>
<th>Facility</th>
<th>1-4 Hours</th>
<th>Day*</th>
<th>Deposit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shattuck Hall</td>
<td>$200</td>
<td>$800</td>
<td>$250</td>
</tr>
<tr>
<td>Bartlett Lounge</td>
<td>$150</td>
<td>$600</td>
<td>$250</td>
</tr>
<tr>
<td>Chapel</td>
<td>$150</td>
<td>$600</td>
<td>$250</td>
</tr>
<tr>
<td>Classroom/Conf. Room</td>
<td>$75</td>
<td>$225</td>
<td>$250</td>
</tr>
</tbody>
</table>

*Multiple Day Discounts are negotiable. Please request discount consideration in the Event Proposal form.

Facility and Support Services Fees:
An hourly rate of $200/hour will be included if the event is hosted outside of Iliff’s regular business hours, as detailed below in Section X.

VII. Security
Security is provided to Iliff by the University of Denver and their official partners: city, state, and/or federal agencies. As such, the school complies with all laws within those jurisdictions. Organizations hosting events at the school are not allowed to provide their own security in lieu of the University of Denver/Iliff’s security.

Organizations may need to pay for additional security as deemed necessary by the University of Denver and Iliff. Any group bringing in a speaker or other person requiring security measures above and beyond our normal protocol must pay additional security/contract additional security on their own. Iliff is not responsible for the extra cost of additional security.

VIII. Contracts
Contracts - Must be signed for rooms used by any non-Iliff party or for co-sponsored events running outside of business hours at least six weeks prior to the event. Proper forms will be provided upon approval of the event from the Events Committee.

1. Room Set-up - Room set up and hospitality requests must be made through the link provided by the Events Committee following approval of the event.

2. A/V Equipment – Any use of Iliff audio/visual equipment, including the sound systems in Shattuck Hall and the Chapel, requires prior training from the IT department. If a party is interested in using Iliff’s A/V
equipment, they should discuss their request with the Events Committee at least eight weeks in advance to determine user needs and fees. Iliff does not provide additional equipment, such as easels, stands, writing equipment (paper, pads, or writing instruments), electronic devices, or other display items. Staff are not permitted to accommodate additional equipment requests made on the day of the event.

Photography or videotaping at any event at Iliff by an outside group does not constitute endorsement of the group's activities by Iliff. Use of Iliff's name or logo must be permitted with written authorization from the school's Vice President of Marketing Communications.

3. **Clean-Up** – All event category sponsors are responsible for clean-up of area(s) used. Please note that nothing is to be attached to the walls. The room(s) must be returned to the state in which they were received. A fee for inadequate clean-up will be charged to the host organization. More information on clean-up is provided in Section X.

4. **Cancellation** - Iliff must be notified at least five business days in advance if the event is to be cancelled. Cancellation charges for the room will apply if this notification does not occur.

5. **Space Usage** - Organizations are limited to use of the room they have rented and parking and entrances designated in the contract. Use of any other areas must be arranged in advance. Iliff does not guarantee event parking spaces unless specified in contract.

**IX. Alcohol, Drugs/Controlled Substances, and Smoking Policy**

This policy applies to all students, employees, and guests regardless of classification or position. Maintaining a safe and healthy learning and working environment is a vital concern to Iliff and it is committed to taking action necessary to create such an environment.

In recognition of this commitment, and through federal, state, and local mandates, the manufacture, distribution, sale, purchase, possession, or use of a controlled substance, whether alcohol, federally illegal drugs, or legal drugs used illegally, is prohibited on Iliff premises or property. Being under the influence of controlled substances while on Iliff premises is also prohibited.

No alcoholic beverages of any kind may be served at any event on the Iliff campus.

**Only prescription medications provided and supervised by a physician, and over-the-counter medications used as instructed by the manufacturer may be used on School premises.**

Violation of this policy includes, but is not limited to:

- Possession, use, manufacture, or distribution of any Federally Illegal Drug, or any possession or use of any prescription drug or other controlled substance except under the direction of a licensed physician. The manufacture or distribution of any drug is also prohibited, including Cannabis plants. **Marijuana, including Medical Marijuana and marijuana edibles, is prohibited on campus, regardless of age.**
- Being under the influence of any Federally Illegal Drug, prescription drug, or other controlled substance to the point of endangering one's own health or safety.
- Any possession or use on Iliff's premises of paraphernalia used to facilitate the use of any Federally Illegal Drug or other controlled substance in violation of this policy. This includes but is not limited to marijuana pipes, bongs, scales, or other measuring devices. Any act which causes a person to ingest any Federally Illegal Drug, prescription drug, or other controlled substance without their effective consent.
- Like the University of Denver, Iliff is a smoke-free campus.

(Policy adapted from the University of Denver's Drug Misuse Policy, 2015)
X. Hospitality

1. **Building Hours:** Building hours
   Building hours are available at [http://www.iliff.edu/learn/library/about-taylor-library/calendar-hours](http://www.iliff.edu/learn/library/about-taylor-library/calendar-hours). Iliff is closed for various holidays and cannot accommodate events during holiday closures. Overnight events are not permitted.

   **Registration Tables:** Events with twelve (12) or more external event attendees (not affiliated with Iliff directly) must have a registration table for hospitality and for safety of our building and staff. Iliff does not provide staff for outside organizations; sign-in tools (paper and pen/pencil, digital sign-in) must be provided by the organization.

2. **Event Cancellation:** Iliff reserves the right to cancel any event at any time based on emergencies, weather, etc. Please see contracts for specifics on cancellation.

3. **Room Clean-up:** Hosts of events (internal or external) are required to leave the room as it was found. Iliff staff/facilities will not do a room reset unless stated in the contract/specifically requested before event. Event hosts must take out their own trash and recycling to the proper receptacles. External event hosts will be shown the locations of receptacles during the room and building tour.

4. **Open Flame:** Iliff does not allow open flames of any sort, including candles. Flameless candles are allowed in any space.

5. **Catering items:** Event sponsors must use outside caterers, Iliff offers no catering services. Iliff does not provide tablecloths, flatware, or dishes. Please contact your caterer or an event rental company for these items.