

The Iliff School of Theology

Guidelines for Iliff Facilities Rental/Usage

September 1, 2010

I. Purpose

The primary purpose of Iliff's facilities is to serve the school's academic and operational activities. In accordance with our mission and as a community resource, Iliff will make its facilities available to other organizations as feasible. Facilities will be made available for public gatherings of a non-profit, civic, social, cultural, etc. nature, as outlined by Iliff's user definitions and fee schedules.

II. 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 –

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 any catering and staff overtime. Activities that fall into this category would include such examples as classes, weekly worship services, practica, and new student orientation.

Facility space usage requests should be completed online using the Iliff scheduling system. 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, as well as forwarded to the proper department for implementation at least eight weeks in advance of the date of the request.

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 organizations. Activities within this category are exempt from event-related fees except for catering, staff overtime, A/V costs, and receptionist costs (when events are outside of normal 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 clubs or organizations 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.

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) activities that fall into this category are responsible for any catering, staff overtime, audio/visual needs, special clean-up, receptionist (if outside of normal business hours) costs, or special equipment.

A staffed hospitality table is required for all events with 12 or more participants.

D. Iliff Co-Sponsored Events –

These are academic programs, conferences, and events involving Iliff (academic or administrative units) and an external organization that directly benefits the school, including professional organizations of which faculty or staff hold membership that directly benefits the school. All Iliff co-sponsored events will require a contractual arrangement with the Business Office and signed signatory approval by a vice president.

Activities that fall into this category will require fee payment by the non-Iliff cosponsor for:

- Catering (event sponsors must use outside caterers, Iliff offers no catering services)
- Staff overtime
- Reception desk attendant (required for all events)
- Utility charges (mandatory for all events outside of normal 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

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.

A staffed hospitality table is required for all events with 12 or more participants. The non-Iliff co-sponsor is responsible for the staffed hospitality table.

The following criteria must be met for the event to be considered for co-sponsorship:

- The outside organization must be working with a department of the school
- A faculty or staff member must be in attendance at the event during the entire duration and must ensure that all guests have left the premises after the event is completed.
- The outside organization must provide a *Certificate of Insurance* to the Business Office with the completed contract.
- An agenda for the event must be provided to the Office of the President at least six weeks prior to the event date. Failure to submit an agenda will result in the event’s cancellation.

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 six 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 six weeks in advance from Iliff's marketing communications director 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 six weeks in advance from Iliff's director of marketing communications in writing.

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.

- AV equipment requests should be discussed with the facilities coordinator at least eight weeks in advance. This includes the sound systems in the Great Hall and the Chapel. Staff cannot accommodate additional equipment requests made on the day of the event. Questions may be addressed with the facilities coordinator.
- Iliff must be notified of cancellation at least 48 hours in advance of the event's start time or cancellation charges for the room will apply.

E. Non-Iliff/External or Individual Sponsored Events –

Programs and activities organized by community groups not included in the organizational structure of Iliff.

All non-Iliff/External or Individual Sponsored Events will require a contractual arrangement with the Business Office.

Activities that fall into this category will require fees for:

- Catering (Iliff does not provide any catering services)
- Staff overtime
- Reception desk attendant (required for all events, including those outside of normal business hours)
- Audio-Visual equipment staff (mandatory for usage of equipment)
- Utility charges (mandatory for all events outside of normal 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

A staffed hospitality table is required for all events with 12 or more participants. The non-Iliff sponsor or individual sponsor is responsible for the staffed hospitality table.

Exceptions to room charges include:

- Weddings and other ritual use of the Iliff Chapel for current students, alumni/ae, trustees and their families, and faculty and staff, and their 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.

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 falls under the purview of the Office of the President.

Iliff must be notified 48 hours in advance of the event's start time or cancellation charges for the room will apply.

III. Event Categories Fee Assessment Responsibilities

Facility and administrative fees will not be assessed for:

- Iliff Academic Activities
- Iliff Sponsored Events
- Official Iliff Events 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 all support services as determined by the Business Office (hourly rate) out of the ordinary, including:

- Public Safety/Security
- Information Technology
- Physical Plant (on-site building and maintenance staff, electricians, etc.)
- Logistical services
- Media services
- Grounds

IV. 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 either be able to provide a copy of proof of insurance that stipulates The Iliff School of Theology is an “Additional Named Insured” or pay the charges listed below. Please see the following table for applicable rates.

Group Size	Rate Per Day
1-100	\$90
101-500	\$125

V. Room Rental Charges/Fee Schedule (as of 11-04-09)

Facility	1-4 Hours	Day*	Deposit
Great Hall	\$200	\$800	\$250
Bartlett Lounge	\$150	\$600	\$250
Chapel	\$150	\$600	\$250
Classroom/Conf. Room	\$ 75	\$225	\$250

**Multiple Day Discounts are negotiable. Please contact the Business Office.*

VI. Security

Security is provided to Iliff by the University of Denver and their official counterparts on a city, state, and/or federal level. 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. Organizations may need to pay for additional security as deemed necessary by the University of Denver and Iliff.

VII. Contracts

1. **Contracts** - Must be signed for rooms used by any non-Iliff party at least 14 days prior to the event. Please contact Donna Frey at 303-765-3187 or dfrey@iliff.edu to obtain the necessary forms.
2. **Room Set-up** - Should be diagrammed on a Room Set-up Request Form available from Donna Frey and routed to the Iliff Maintenance Department at least seven days prior to the event.
3. **A/V Equipment** – Any use of Iliff audiovisual equipment, including the sound systems in Great Hall and the Chapel, requires an authorized Iliff operator. If a party is interested in using Iliff’s A/V equipment, they should discuss their request with the facilities coordinator

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), or other display items. Staff CAN NOT accommodate additional equipment requests made on the day of the event.

4. **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.
5. **Cancellation** - Iliff must be notified at least 48 hours in advance if the event is to be cancelled, and the cancellation charges for the room will apply if notification does not occur.
6. **Space Usage** -You are limited to use of the room you have rented and parking and entrances designated in your contract. Use of any other areas must be arranged in advance.

VIII. Alcohol/Smoking Policy

No alcoholic beverages of any kind may be served at any event on the Iliff campus. Smoking is not allowed indoors. A designated outdoor smoking area is available. There are no exceptions to this policy.