Community Events Policies and Rates

Campus Facility Use by External Groups
All facilities and buildings on Colorado College’s campus are designed for the use and instruction of students, faculty and staff, and consideration for these purposes must take precedence when external groups request to use them. Accordingly, all use of campus facilities is limited to activities which are in keeping with the educational, cultural, recreational, and social purposes of the college and consistent with the college’s status as a tax-exempt and non-profit institution.
One of the college’s institutional goals is to promote involvement in and responsibility to its community. Accordingly, when not otherwise utilized, the college may make its classrooms, performance halls, athletic facilities, and meeting spaces available to external groups who have a tangible and beneficial relation to the college. The college does not honor requests for frequently recurring events, such as classes or workshops. Colorado College has established appropriate rates for renting the venue, equipment, catering, audiovisual and associated labor.

Blackout Dates
The college’s first priority is serving students and our campus community, and, therefore, scheduling of events is subject to the discretion of the College Events staff. To ensure that the resources needed to meet campus needs are always sufficient, the following dates are considered blackout periods for community events:
- Block 2 (September 26 – October 19, 2016)
- Beginning of Block 7 (March 27, 2016) through Commencement week (May 28, 2017)
- End of Block B (July 20, 2017) – Beginning of Block 1 (August 28, 2017)

Requesting event space
Colorado College requires a lead time for community events of at least 30 days. You will need to complete the following steps in order to confirm your event:
1. Contact Karin Henriksen, Assistant Director of College and Community events to discuss your event at (719) 389-6939 or karin.henriksen@coloradocollege.edu.
2. If the college agrees to host your event you will need to complete an initial agreement to confirm the space. Space is not guaranteed until the college receives the completed agreement.
3. Once the college receives the completed agreement we will send you a contract stating all estimated costs: room rental fees, A/V, catering, facilities set-up, events staff (see below).
4. The signed contract needs to be accompanied by a certificate of insurance and deposit as listed in the contract. Your event will not be confirmed until the college receives the
The college retains the right to cancel the event if it has not received these items at least one week prior to the event.

5. Pre- and post-event meetings will be part of the planning process.

**Certificate of Insurance & Tax Exemption Certificate**

The college requires all community groups using space on campus to purchase at its own cost and expense public liability insurance of at least $1,000,000 per occurrence and $3,000,000 for public liability. The college’s insurance does not include damage to college property by an organization renting the college’s facilities. The certificate should include wording showing Colorado College as the additional insured and that coverage will respond to damage to real or personal property of the college caused by the community group. [https://tulip.ajgrms.com/](https://tulip.ajgrms.com/) is our preferred insurance provider.

Tax exempt organizations must submit their current city and state certificates. Organizations without tax exemption will be subject to an 8.25% sales tax added to their invoice.

### Fees

**Admin fee**

$100

**Rooms**

**Daily rate**

- Classrooms in Worner Center and Armstrong Hall: $45.00
- Bemis Lounge: $50.00
- Gaylord Hall, Bemis Great Hall, McHugh Commons, Slocum Commons, Gates Commons, CAC Main Space and Screening Room, Cossitt Dance Studio: $250.00
- Celeste Theater, Armstrong Theater and Hall, Shove Chapel, Max Kade, Packard Performance Hall, Reid Arena: $1000.00
- Outdoor Spaces: Armstrong Quad, Washburn Field, Cutler Quad: $500.00

**Labor**

**Hourly rate**

- Facilities set-up and take-down (1 hour minimum): $99.30
- AV (2 hour minimum): $32.00
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CC Staff (2 hour minimum) $25.00
Bar tender (3 hour minimum, one bar tender per 50 guests) $25.00

Facilities and AV may charge equipment rental fees which will be included in the estimated and final costs.

The community partner will be responsible for all labor and catering charges. While use of outside caterers is allowed, use of campus caterer Bon Appetit is preferred.