December 2015

Welcome to Colorado College and Conference Services.

Conference Services strives to enhance the quality of your conference by offering a “One Stop Shop” approach to making your conference successful. The Conference Planning Guide has been created for event planners in order to provide information concerning the services available at Colorado College. Planning a conference at Colorado College is as simple as the steps outlined in Chapter II: Conference Planning. This guide contains the following information:

- General Information about Colorado Springs
- Costs for audiovisual services, catering, facilities equipment and set-up, transportation and miscellaneous charges not covered in the per person rate
- Residential capacity and pictures of the apartments and residential halls
- Guest Information
- Local Services
- Maps of Downtown Colorado Springs and the Colorado College campus

We hope the information provided will be beneficial to you throughout the planning process and that you will share appropriate materials with attendees in order to make their stay more enjoyable. We wish you much success in planning your event and if you need further assistance, please do not hesitate to contact any of the staff listed below.

Rochelle Taylor                  Meg Ortiz
Conference Specialist           Operations Coordinator
(719) 389-6012                  (719) 389-6715

Justin A. Weis                  John J. Lauer
Associate Director              Associate Vice President
Residential Life and Housing    Student Life Division
(719) 389-6715                  (719) 389-6200
**Colorado College Mission**

At Colorado College our goal is to provide the finest liberal arts education in the country. Drawing upon the adventurous spirit of the Rocky Mountain West, we challenge students, one course at a time, to develop those habits of intellect and imagination that will prepare them for learning and leadership throughout their lives.

**College Core Values**

As members of the Colorado College community, we share a commitment to:

- honor the life of the mind as the central focus of our common endeavor;
- value all persons and seek to learn from their diverse experiences and perspectives;
- practice intellectual honesty and live with integrity;
- serve as stewards of the traditions and resources of Colorado College;
- nurture a sense of place and an ethic of environmental sustainability;
- encourage engagement and social responsibility at local, national and global levels;
- seek excellence, constantly assessing our policies and programs.

**Residential Life and Campus Activities Mission Statement**

Residential Life and Campus Activities is committed to the mission and seven core values of Colorado College and the pursuit to provide the finest liberal arts education in the country. Through intentional relationship development, we work to influence our students to develop those habits of intellect and imagination that will prepare them for learning and leadership throughout their lives.

**Housing and Conferences Identity Statement**

We are a dedicated and hard-working team of professional and student staff who are privileged to be in a unique role of influence at the college. We promote life-long learning and prioritize relationships. We are educators who challenge and support students to make informed decisions and to build a respectful and inclusive community. We use reflection to build wisdom and planning to map our future. Every day we strive to do our best work and we pride ourselves on being reliable, positive, fair, responsive and professional.
Guidelines for Use of Colorado College Facilities
by External Groups

The primary purpose of the College’s facilities is to serve academic and operational activities. During the summer months, however, the College does, upon contractual agreement, welcome external groups to use the facilities for conferences and other programs. The following serve as guidelines for the College and the visiting groups in deciding whether an arrangement to use the facilities is appropriate.

1. Priority consideration for dates and spaces will be given to repeat groups that are in good standing.

2. Groups that serve an educational purpose and directly support the mission and core values of Colorado College have the highest priority.

3. We seek groups whose planned activities will not hinder or disrupt, in an undue way, the normal operations of the College during the summer, which include a variety of academic and artistic programs.

4. Colorado College facilities may not be used by other degree-granting institutions to offer courses for credit or towards degrees.

5. Availability of particular spaces on campus may be affected by the campus renovation schedule.

6. After an initial screening by the Conference Specialist, requests by external groups to use College facilities will be evaluated by the Associate Director of Residential Life and Housing and the Associate Vice President of Student Life.

7. All groups must take responsibility for providing leadership for their programs and must meet age-appropriate supervision standards.

8. All groups must agree to comply with the Colorado College anti-discrimination policy as well as policies on alcohol and drug use and internet use.

9. Soliciting of any kind is prohibited. Fundraising and selling of paraphernalia, even to conference attendees, requires permission from the College.

10. The activities of conference groups are limited to the spaces that are assigned for their use.

11. Displays, banners and the like must not be erected in public spaces. Limited directional signage will be allowed.
12. Groups are not allowed to publicize their activities to the news media while on campus without explicit consent from the College.

13. Groups wishing to undertake filming/videotaping projects that include the campus as background or to use the College logo or identifiable features of the Colorado College campus on any program advertising must obtain explicit consent from the College.

14. External groups will be required to provide a certificate of insurance as outlined in the contract with the College.