

# Colorado State University

## University House on Remington

The University House on Remington is a fantastic event space available for use by CSU colleges, units, departments, and many different types of campus groups. In order to ensure the best possible event experience for you and your guests, please keep the following policies in mind.

### Booking the Space

➤ Availability:

Designated areas of University House on Remington are available to rent by approved CSU colleges, units, and departments for meetings and events. Presidential events and events hosted by the President's Cabinet or University Deans receive priority date selection, while special consideration is given to any donor or alumni related events.

In addition, the space is available for other University functions, including those sponsored or organized by registered student organizations, within a 45-day window. Events for these types of organizations will not be scheduled or confirmed more than 45-days prior to the requested event date.

All reservations for events at University House must be received no less than two weeks prior to the event date. Reservations for University House will be accepted beginning January 1 of each year for the following academic year.

University House is not available for use by off-campus groups or functions.

➤ How to Reserve:

- **Donor and Alumni Related Events**
- **Events hosted by the President's Cabinet or University Deans**

A reservation request form, located at [www.advancing.colostate.edu/CSUEVENTS](http://www.advancing.colostate.edu/CSUEVENTS) must be submitted to CSU Events & Donor Relations for any donor or development related events. Please be sure to make clear the purpose of your event. Invitations, calendar postings, and other event collateral may not be made public until the event is confirmed.

You will receive an e-mail from the Office of CSU Events & Donor Relations when the event is confirmed on the calendar. Once you receive this confirmation e-mail, you may contact the Lory Student Center Event Planning Office to coordinate your event details.

## **Booking the Space, continued**

- **Other Types of Events**

If you are a student organization or other type of organization wishing to host an event at University House, you may fill out an online request form **no more than 45-days prior to the requested event date.**

You will receive an e-mail from the Office of CSUE & Donor Relations when the event is confirmed on the calendar. Once the date is confirmed, you may contact Lory Student Center Event Planning Office to coordinate your event details.

Questions about booking? Please contact CSUE & DR at (970) 491-4601.

## **Facility Usage Policies**

### **Audio-Visual**

University House is equipped with a flat screen television with laptop compatibility for presentations. There also is a CD player and I-pod connection for audio. You must bring your own laptop and/or music. Lory Student Center Event Planning Services will work with you on any additional audio-visual needs that you may have. Please note that there will be additional charges for audiovisual equipment not installed in the facility.

### **Building Rental**

There is a \$500 charge for full-day use of University House on Remington, and a \$275 for less than four hours. This includes use of the first floor event space as well as the outdoor event space. A \$100 discount off the rental fee will be applied if you utilize LSC Catering for a full-day event, and a \$50 discount off the rental fee for use under four hours, for your meeting or event. Please note that guests will not be permitted above the first floor at any time.

The building is available for events from 7 a.m. – 10 p.m. and is closed on University holidays.

The hosting organization must have a contact person at University House at least 30 minutes prior to the start of the event until the last guest leaves. A building manager will be on hand during your event to make certain the event runs as smoothly as possible.

**Décor**

All décor items, including linens, centerpieces, flowers and plants must be coordinated with Lory Student Center Event Planning Office.

No confetti, glitter, rice, bird seed or similar items may be used at University House indoors or outdoors. Candles may be used only if in a glass enclosure such as a globe or a hurricane lamp; candles may not be taller than the enclosures.

Banners, posters and flyers may not be hung or attached to walls in any interior space.

**Entertainment**

Live entertainment must be approved by the Lory Student Center PRIOR to signing a contract with said entertainment. After 9:00 p.m., no live bands using P.A. system may perform outside. The Lory Student Center technical staff retains all control of the P.A. system and volume control.

**Food and Beverage**

Lory Student Center is responsible for operating University House, including offering food and beverage. LSC Catering may be contacted at (970) 491- 5332 to provide menus, pricing, and other information regarding the space for the event. If LSC Catering is used for your meeting or event, a \$100 discount on room rental will be offered for full-day usage, and a \$50 discount for less than four hours.

All outside caterers must be fully licensed approved by Environmental Health Services **prior** to signing an agreement. All food items and trash must be removed from the facility at the conclusion of the event. On-site food preparation is not permitted.

Alcohol service is permitted following University guidelines. Approval must be obtained prior to the event. Per University Guidelines, alcohol may not be sold on the premises. Host bars are permitted with approval.

**Parking**

Parking is available on Lake Street next to the University Center for the Arts. Parking is also available in Parking Lot 625 (on Lake Street, behind the UCA) after 4:30 p.m. on weekdays and all day on Saturday and Sundays. Please note that the performance schedule at the UCA may impact parking availability. Street parking is managed by the City of Fort Collins.

The loading area behind the University House should remain clear of vehicles at all times in order to allow the caterer trucks to park and set-up prior to the event. If, as the event host, you need to unload items for the event, please observe loading zone policies of a maximum of 20 minutes parked in these spaces.

**Set-up/Furniture**

The Lory Student Center Event Services Department operates University House and is solely responsible for moving or adjusting any furniture or equipment on the property. Additional charges may be incurred for setups that require changes to the furniture layout.

If you are hosting an event using the outdoor space, additional equipment must be rented – including but not limited to chairs, tables, lighting, and tents. Lory Student Center can provide the necessary equipment for an additional charge. Please note, in case of inclement weather there is not an alternate event space available.

All set-up requests must be communicated with LSC Event Services at least 5 days prior to the event. Changes on site may result in additional labor charges.

Questions about event logistics and details? Please contact the Lory Student Center Event Planning Office at (970) 491-0229 after your event is confirmed.