CSU Denver Center and Event Atrium, 475 17th Street, Denver, CO 80202, is located in downtown Denver, at the intersection of 17th and Glenarm Streets; with easy access to I-25, Light Rail, and the 16th Street Mall.

Amenities

- The Event Center is a large, contemporary open space.
- Audio, visual, microphones, sound system, DVD and laptop hookup, a large-scale projector, and theatre screen are available in various spaces.
- Mac option available, adapter not provided.
- Both wired and wireless microphones are available.
- The Event Atrium patio is covered and available year-round with one week advance notice.
- All spaces are ADA accessible, including a common area off the elevator, lobby, and restrooms.
- Available for event use are the caterer’s kitchen which includes two refrigerators, an ice machine, sink, counters, and a microwave.
- Additional furniture rentals may be delivered one day prior to the event and caterers may set up two hours prior and remain up to one hour after the event ends.
- An on-site loading dock is available for 15 minute increments or for an extended period at caterer’s request.
- Floor plans of the spaces are included in the following pages.
- Signage for events may be requested to welcome and direct attendees.
The CSU Denver Center provides space for a variety of events and gatherings. The main event atrium accommodates up to 50 for a lecture, 80 for a seated dinner and up to 150 for a reception. The patio accommodates 22 for a seated event and up to 50 for a reception.

**First Floor**

- **Conference Room**
  - Two TV screens, video conference, and conference call capabilities
  - Room Size: 22’ 6.75” l x 22’ 11” w
  - Capacity: 20 Exec. Chairs

**Second Floor**

- **Conference Room**
  - Projector, screen, and conference call capabilities
  - Room Size: 24’ l x 12’ w
  - Capacity: 14 Chairs

- **Event Atrium**
  - Access to CSU green linens, three 8’ tables, two 6’ tables, four bistro tables, and 50 reception chairs
  - Main Room Size: 44.5’ l x 34.5’ w
  - Capacity: 30-150 (see event types)
Also available are A/V services, including projector, overhead music, and microphones (1 cord, 1 wireless)

Main Room Size: 44.5’ l x 34.5’ w
Capacity: 30-150 (see event types)

Decorations

Event decorations are allowed, but may not be attached to the walls.

Additional prohibited items include, glitter, confetti, candles, and fire.

Please review all planned decorations with your CSU Denver Center contact prior to bringing it for the event.

Reservation Confirmation

To reserve the space please complete the reservation form.

A completed form must be submitted at least one month prior to the event, or reservation may be released to other groups.

Your will receive an e-confirmation after your reservation has been successfully submitted.
Parking Options

Daytime

555 17th Street Parking Garage (enter off Glenarm) open 24hrs
- $18 maximum after 90 minutes
- 30 min: $3, day: $18. M-F in after 5AM out by 7PM. Sat-Sun 24hrs - $8
- Lost ticket is $30. 303.292.5488

1730 Glenarm Parking Garage (between 17th/18th on Glenarm) no evening parking
- Open from 6AM-6PM/day, must exit by 6. Day parking early bird only 7AM-9AM
- Monthly parking available w/ limited hours. Central Parking System: 303.893.9402

1740 Glenarm Pl. - Corner of 18th and Glenarm (SE corner)
- 30min - $5, 1hr - $10, day/max - $15. In after 12AM out by 4PM
- Weekend daytime - $5 flat rate. In after 12AM out by 4PM
- Central Parking System: 303.893.9402

1801 Glenarm St. - Corner of 18th and Glenarm (NW corner)
- 30min - $5, 1hr - $10, day/max - $14. In after 12AM out by 4PM
- Weekend daytime - $5. In after 12AM out by 4PM
- Central Parking System: 877.717.0004

1826 Welton St. - Corner of Broadway and Welton (SE corner)
- 30min - $7, day/max - $14. In after 12AM out by 4PM
- Weekend daytime - $5. In after 12AM out by 4PM
- Central Parking System: 303.893.9402

Evenings

401 17th St., Denver, CO, Us 80202 - Holiday Inn, Denver - 303.296.0400
- No Self-Parking, Valet Parking available $35.00/night

555 17th Street Parking Garage (enter of Glenarm) open 24hrs
- Evening after 7PM out by 5AM: $6
- Lost ticket is $30. 303.292.5488

1740 Glenarm Pl. - Corner of 18th and Glenarm (SE corner)
- Evening 7 days a week $5. In after 4PM out by 11:59PM
- Central Parking System: 303.893.9402

1801 Glenarm St. - Corner of 18th and Glenarm (SW corner)
- Evening 7 days a week $5. In after 4PM out by 11:59PM
- Overnight is day and evening combined: $10-$17
- Central Parking System: 877.717.0004

1826 Welton St. - Corner of Broadway and Welton (SE corner)
- Evening 7 days a week $5. In after 4PM out by 11:59PM
- Overnight is day and evening combined: $10-$17
- Central Parking System: 303.893.9402

Anytime Options

Parking Meters are located on all streets surrounding the CSU Denver Center - $1/hr
Still need help finding parking? Google search Parkopedia for more options and information!
Choose your own caterer, or work with our recommended caterers (below), for your food, beverage, and rental needs.

All caterers must be licensed. A licensed and insured bartending service is required to serve alcohol.

Recommended potential caterers are listed below. These caterers are familiar with the building and all building policies.

<table>
<thead>
<tr>
<th>Caterer</th>
<th>Phone</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biscuits &amp; Berries</td>
<td>303.277.9677</td>
<td><a href="http://biscuitsandberries.com">http://biscuitsandberries.com</a></td>
</tr>
<tr>
<td>Catering Co.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Serendipity Catering</td>
<td>303.561.3663</td>
<td><a href="http://serendipityfood.com">http://serendipityfood.com</a></td>
</tr>
<tr>
<td>Footers Catering</td>
<td>303.762.1410</td>
<td><a href="http://footerscatering.com">http://footerscatering.com</a></td>
</tr>
<tr>
<td>Centennial Catering</td>
<td>303.949.6263</td>
<td><a href="http://centennialcateringinc.com">http://centennialcateringinc.com</a></td>
</tr>
<tr>
<td>SAVA</td>
<td>303.972.1704</td>
<td><a href="http://savacatering.com">http://savacatering.com</a></td>
</tr>
</tbody>
</table>

**CSU Denver Center Policy**

- To reserve the space please complete the following registration form. The completed form must be submitted at least one month prior to event or reservation will be released to other groups.
- Usage of the Colorado State University Denver Center is limited to university-sponsored groups. In order to be a university-sponsored event, a representative from the hosting department must be present at the event.
- Groups without a direct CSU connection may be granted access to the CSU Denver Center based on partnership with the university, or a nominal fee.
- For CSU events, the Ram Zone Bookstore may remain open upon request and attendees are granted a 10% discount on one item purchased during the event.