



Events Planning
& Catering

UNIVERSITY OF COLORADO BOULDER

CU Events Planning and Catering, UMC 140

1669 Euclid Avenue, 204 UCB

Boulder CO 80309

P: 303-492-8833 / F: 303-492-4327

Confirmation

Customer	Reservation: 677934
Julia Kendrick	Event Name: RMIHC Conference
Rocky Mountain Interdiscip History Conf (RMIHC)	Status: Tentative
207 UCB	Phone: 205-305-5204
formerly: History Department Graduate Students	Email Address: Julia.Kendrick@Colorado.EDU
Boulder, CO 80309	Event Type: CONFERENCE
	Event Coordinator: Yeng Ye Vue
	Estimated Attendance: 30

Bookings / Details	Quantity	Price	Amount
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Saturday, September 21, 2019

8:00 AM - 3:30 PM RMIHC Conference (Tentative 9/21/2019) HLMS Hellems Room 245

Movable Desks

Room Charge:

1

\$35.00

\$35.00

8:00 AM - 3:30 PM RMIHC Conference (Tentative 9/21/2019) HLMS Hellems Room 247

Movable Desks

Room Charge:

1

\$35.00

\$35.00

8:00 AM - 3:30 PM RMIHC Conference (Tentative 9/21/2019) HLMS Hellems Room 251

Movable Desks

Room Charge:

1

\$35.00

\$35.00

8:00 AM - 3:30 PM RMIHC Conference (Tentative 9/21/2019) HLMS Hellems Room 255

Movable Desks

Room Charge:

1

\$35.00

\$35.00

Sunday, September 22, 2019

8:00 AM - 1:00 PM RMIHC Conference (Tentative 9/21/2019) HLMS Hellems Room 245

Movable Desks

Room Charge:

1

\$35.00

\$35.00

8:00 AM - 1:00 PM RMIHC Conference (Tentative 9/21/2019) HLMS Hellems Room 247

Movable Desks

Room Charge:

1

\$35.00

\$35.00

8:00 AM - 1:00 PM RMIHC Conference (Tentative 9/21/2019) HLMS Hellems Room 251

Movable Desks

Room Charge:

1

\$35.00

\$35.00

Room Charge

\$245.00

Bookings / Details	Quantity	Price	Amount
		Subtotal	\$245.00
		Grand Total	\$245.00

Event Details

1. *Intended use of the space?*
conference

2. *Is there any exchange of money during this event?* yes, presenters get charged a fee to attend

Please note, room rental and payment information is required if exchange of money is taking place.

3. *Will there be food at this event?*
no

*Please note, licensed catering is highly recommended for health and safety reasons. Please visit BCPH for more information:
<http://www.bouldercounty.org/records/licenses/pages/foodtempevents.aspx>*

4. *Are there any VIPs attending this event?*
no

8. *What type of audience is primarily attending?*

Select any that apply:

- Students
- ADA Guests
- Community Members

*If you have minors in attendance, please note you must be in compliance with the following policy:
<http://www.colorado.edu/policies/child-protection-policy>*

Please note there are time parameters to meet ADA accommodations. If you have guests needing ADA accommodations, please visit: <http://www.colorado.edu/disabilityservices/>

If community members are attending, please know there may be limited parking on campus.

Hellems Building Notes

CLASSROOMS TEN MINUTE PASSING PERIOD REQUIREMENT:

Please vacate the room (10) Ten Minutes prior to the end time you have scheduled

CLASSROOM AV / TECH SUPPORT

CU Event Planning is not responsible for equipment in Classroom spaces. Please contact OIT Classroom support for any audio-visual equipment or tech support needs at (303) 735-4357 (HELP).

CAMPUS USE OF UNIVERSITY FACILITIES:

- Non-University Groups are required to pay full rental rates for the use of rooms
- CU Affiliates: if taking any fees, registrations, cover charges, or donations, the room rental fee will apply at the University Rate.
- Payment for room rental must be submitted to the CU Event Planning & Catering no later than three (3) business days prior to the event date, or the reservation will be cancelled.
- NO CANDLES OR OPEN FLAMES IN ANY CU FACILITIES
- NO GLITTER or CONFETTI PERMITTED IN ANY CU FACILITIES
- DECORATIONS - free Standing or blue painters tape only. NO fixtures (nails, tacks, glue, strong tape etc) on any CU exterior or interior surfaces

Room Use Requirements:

- All furniture and equipment must remain in the classroom it is found in.
- All rooms must be returned to their classroom set up by the end of your reservation time.
- All trash must be removed by the end of your reservation time.
- Custodial labor and reset fees may be charged to a group if a room has to be cleaned or reset post-event.
- Facilities Management will notify the group contact on the reservation directly in the event labor fees are applied after an event.

Indemnification and Hold Harmless:

"Lessee hereby agrees to indemnify and hold harmless the Regents of the University of Colorado, a body corporate, (hereinafter Regents), its officers, administrators, agents, employees, and students from and against any and all claims or demands.

Indemnification is not limited, and includes any liability or payment (including costs and attorney fees) by reason of any damages of

Bookings / Details**Quantity****Price****Amount**

bodily injury (including death) sustained by any person or persons or on account of damage to property including the loss or use thereof arising out of or in connection with the lease or agreement."

If doors are locked, please notify Campus Security at 303.492.6666.

Campus Security Officers (CSOs) from the CU Police Department only ensure EXTERIOR building doors are unlocked for approved door orders. Email requests to: <mailto:ucpd.security@colorado.edu> .Any interior lock or unlock needs should be coordinated directly with that facility coordinator or Department Administration housed in that building.