

UNIVERSITY OF COLORADO AT BOULDER

**CAMPUS EVENT APPLICATION/VENUE REQUEST**

**CU Student Groups/CU Departments/Non-CU Groups**

**PLEASE NOTE:** Completion of this application does not constitute/guarantee approval of your event. This application is used to gather information regarding your event to help the University determine if your event meets the academic mission of the University and can be held on campus. You will then be notified by the appropriate scheduling authority that your event has been approved and you are clear to finalize the scheduling process. Only upon final approval will you be issued a confirmation/permit to hold your event."

**SPONSOR INFORMATION**

Sponsoring Group/Department \_\_\_\_\_

Sponsoring Group/Department **Method of Payment** \_\_\_\_\_

**EVENT COORDINATOR**

**Description of Event:**

Please provide a **detailed** description of event. Include a diagram of the set up you plan to use. Please include any other information that you think is pertinent for your proposal. Feel free to attach separate documents as needed in order to give us a comprehensive view of your event.

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**Estimated Number of Participants:** \_\_\_\_\_

**Set-up Start Time:** \_\_\_\_\_ **Start Time:** \_\_\_\_\_ **End Time:** \_\_\_\_\_ **Clean Up/End Time:** \_\_\_\_\_

***Night time outdoor events will require adequate lighting for safety and visibility purposes.***

**Film/Video Project**

For film and video production, download, fill out, and submit to your instructor the [Film/Video Project](#)

### **Event with Alcohol**

Serving alcohol on campus requires **Police** or approved **Security** on-site. Additional paperwork and authorization is required. (Please note: Student Organizations may not sponsor alcohol events attended by underage students.) Certain venues prohibit alcohol at all times.

or storm sewers, parking lots, trash, etc., are regulated by Federal, State and Local laws; event planners/staff could be liable for costs and legal actions that arise from these occurrences.

- **Risk Management:** Risk assessments may be recommended on a case-by-case basis to determine safety and liability issues, insurance requirements, lawful alcohol service at an event, and also recommend University-based best practices and standards.

### **Money and Ticketing**

- Is the event free and open to the public

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## **Event-Specific Document Links**

**Addendum A-** [Food Sales/Distribution Permit](#)

**Addendum B-** [Risk Assessment for Serving Alcoholic Beverages](#)

**B-1** [Inside Event with Alcohol- Planning Details](#)

**B-2** [Outside Event with Alcohol- Planning Details](#)

**Addendum C-** [Temporary Structure Permit](#)

**Addendum D-** Road Races (Road Races require additional steps in this process)

**D-1** [Approved 5k Road Race Map](#)

**Addendum E-** Fire & Life-Safety - Please visit the following webpage:

<http://www.colorado.edu/facilitiesmanagement/pdc/safety/index.html> and review items applicable to your event under the "General Policies and Procedures" heading. Typically, items applicable to events include: [Barbeque Grill Requirements](#), [Candle Safety](#), [Cooking Operations](#), [Events/Assembly Fire-Safety Checklist \(Indoor\)](#), [On-Campus Event Safety Guidelines](#), [Open Flame Requirements for Assembly Occupancies](#), [Pyrotechnics Effects](#), [Pyrotechnics Display Form](#), and [Temporary Structures](#)

**Addendum F-** [Simulated Weapon or Weapon Waiver](#)

**Addendum G-** [Building Proctors](#)

**Addendum H-** Safety/Emergency Plan

**Addendum I-** [Campus Events Best Practices and Guidelines for Event Managers/Coordinators](#)