

Date: _____

UCCS Downtown Community Partner Venue Request

Please send this completed form to the UCCS Downtown Site Director for consideration. Programs held at UCCS Downtown must not contradict the mission and values of the University. Reservations are officially approved via email confirmation.

Organization Name:		Main Contact:	
Billing Address:		Main Contact Email:	
Phone Number:	Organization Type: <input type="radio"/> Non-profit <input type="radio"/> Business <input type="radio"/> Government Agency	Is your organization tax exempt? <input type="radio"/> No or <input type="radio"/> Yes <i>*Must provide a copy of your tax certificate</i>	

Event Date:	Event Name:	Event Type: <input type="radio"/> Meeting <input type="radio"/> Training <input type="radio"/> Other: _____ <input type="radio"/> Fundraiser <input type="radio"/> Reception
Desired Set-up Time:	Program or Agenda Run Time:	Expected Exit Time (after group clean-up):
Total Participants:	Program Description:	

Technology and Seating Needs: The Downtown staff will have these arrangements pre-set for your reservation.

Technology and AV Details: All meeting rooms include access to digital display and audio. Please indicate what connection method your group plans to use: <input type="radio"/> Display Content Using a USB Drive <input type="radio"/> Display Content Using Browser Access Only <input type="radio"/> Connect Your Device via HDMI (<i>group device must have HDMI input</i>) <input type="radio"/> Video Conferencing (<i>only available in the Conference Room</i>) Other: _____	Desired Room(s) & Seating: <input type="radio"/> Conference Room: Standard Setting <i>Board Room Seating for 16-20</i> <input type="radio"/> Open Lounge: Standard Setting <i>Tables & Chairs for 24-30</i> <input type="radio"/> Classroom: Configurable up-to 32 <input type="radio"/> Rows <input type="radio"/> Pods <input type="radio"/> U-Shape <input type="radio"/> Open Square <input type="radio"/> Other: _____
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Food & Beverage Details: Any food and beverage accommodations exceeding \$150 are required to book through UCCS Catering. Groups providing light refreshments granted an automatic catering exemption allowing outside parties to provide food and drink items. Our location is an unlicensed space for the sale of alcohol. Please consult with the UCCS Downtown staff to learn more about the alcohol authorization process. Additional user guidelines and responsibilities can be reviewed online in the Event Service's [Reservation Guide](#).

Do you plan to bring in refreshments for this event? ☐ Yes or ☐ No (*UCCS Catering must be used if over \$150*)

Does this event include the consumption of alcohol? ☐ Yes or ☐ No

Special Requests: Please list any rental equipment or catering details here to be quoted for fees from UC Event Services.

Cancellations of the space are required 3 days in advance of the booking. Please communicate directly with the UCCS Downtown Site Director to cancel your reservation.

Stephanie Adams, Site Director
sadams8@uccs.edu
 719-255-3994

