

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.

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

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

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

|   |  |
|---|--|
| <u>Technology and AV Details:</u><br>All meeting rooms include access to digital display and audio. Please indicate what connection method your group plans to use:<br><br><input type="radio"/> Display Content Using a USB Drive<br><input type="radio"/> Display Content Using Browser Access Only<br><input type="radio"/> Connect Your Device via HDMI ( <i>group device must have HDMI input</i> )<br><input type="radio"/> Video Conferencing ( <i>only available in the Conference Room</i> )<br><br>Other: _____ | <u>Desired Room(s) &amp; Seating:</u><br><b>Due to the COVID19 pandemic, meeting space is restricted to one group at a time. The full space will be held for each reservation.</b><br><br><u>Classroom Seating Options:</u><br><input type="radio"/> Classroom style rows, seating for 15<br><input type="radio"/> Open-U shape, seating for 7<br><input type="radio"/> Closed Square, seating for 8 |
|---|--|

**Food & Beverage Details:** Any food and beverage accommodations exceeding \$150 are required to book through UCCS Catering. Groups providing light refreshments are 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. **Due to the COVID19 pandemic, clients are encouraged to use single service beverage and individually wrapped refreshment options.**

**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.  
 \_\_\_\_\_  
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Cancellations require 3-days of advanced notice to the Site Director. **Guests at UCCS Downtown are required to comply with all health and safety markings and signage. Each group is responsible for tracking their own registration and attendance information, which should be made available to El Paso County Public Health if needed for contact tracing. Our office will comply with all main campus public health and safety delays and/or closures.**

**Stephanie Adams, Site Director**  
[sadams8@uccs.edu](mailto:sadams8@uccs.edu)  
 719-255-3994

