

## Facility Reservation Procedures

### Access

The CMTC is committed to its role as a scholarly hub for Design Innovation (DI) thinking, research, and practice. Fulfilling that role requires collaborating with a wide variety of organizations working together to increase awareness, serve as a critical learning resource, and activate the Denver community. Generally, CMTC facilities are not available for commercial, retail, or rental use but may consider specific opportunities on a case-by-case basis. As such, a fee to cover costs, equipment, or fund a new initiative may be applied. Every effort will be made to accommodate requestors. However, to ensure the proposed activity supports stated goals, CMTC leadership reserves the right to assign facility areas as appropriate for the capacity and type of event proposed. There may be circumstances where a scheduled event or series of events must be denied, moved, or canceled, to accommodate internal functions/operations. In such a case, every effort will be made to communicate promptly. Assignment for the use of facilities are based on factors including, but not limited to:

- Availability
- Project workload
- Appropriateness and general feasibility of the facility for a specific purpose.
- Potential conflict or other factors such as sound, fire code, crowd control, etc.
- Fulfillment of necessary requirements, including but not limited to the payment of fees, proof of insurance, the existence of completed use agreements, required approval of other Campus Departments, etc.
- Relation to CMTC mission, vision, and values.

### Requests

CMTC is a CU Denver based department supported by College of Arts & Media and College of Engineering, Computing and Design. External organizations may request the use of the CMTC facility by completing and submitting the RESERVATION REQUEST FORM. Requests should be received two weeks in advance and be with-in the current semester. The CMTC reserves the right to refuse any space request for any reason. Final approval authority rests with the CMTC Executive Director. Approval process:

1. Requestor submits CMTC Reservation Request Form ([link](#))
2. Requestor submits CU Denver Application to Host In-Person Activity ([Link](#))
3. Reservation Request Form is received and sent to CMTC Executive Director for review.
4. Executive Director, or an assigned proxy, approves or denies access to the CMTC.
5. A response to confirm or deny is made to the requestor.

### Internal Requests

Internal partners such as College of Arts and Media (CAM), College of Engineering, Computing and Design (CEDC), Comcast Company, requests will be considered on a case-by-case basis. All reservations should fill out a request form for approval. CMTC internal business

meetings/activities receive highest priority schedule access, are managed through EMS, and should be coordinated with the Associate Director for Business Services.

### **Disclaimer**

We ask that all guests adhere to all related University policies and show respect for the facilities, equipment, and furniture. The University of Colorado departments are encouraged to make their facilities available to departments, groups and organizations; even so, permission to use a facility does not imply endorsement by the University, the CMTC of the view or programs of the user. The CMTC has the authority and the obligation to ensure that any activity held on its premises are not disruptive or dangerous, and that organizations using university facilities have not engaged in proven illegal conduct. Nonetheless, the CMTC does not exclude groups simply because their views or activities can be viewed as controversial. The CMTC is sensitive to the constitutional rights of groups that seek access to its facilities. However, that the mere use of our facilities by any organization, does not suggest the CMTC's approval of the group's philosophy, programs or practices.

*Updated: 8/5/20, aadj.*