



DANIELS BUILDING AND MARGERY REED HALL PUBLIC SPACES POLICY

Revised April 19, 2018

The Daniels College of Business (Daniels) is pleased to make available the following rooms. The proposed use of these rooms must be consistent with the mission of DU and Daniels and within the parameters of the intended function of the space.

Pricing effective September 10, 2018

Facilities fee: \$50 if food/beverage is served and/or additional cleanup is required. All spaces all clients.

Venue	Daniels: Faculty, Staff, Student Group	DU: Internal, Student Group, Daniels Alum	External	Capacity	Description
Daniels Building					
Classroom Tiered 100,140,200,205, 240,245,300,340	No charge	\$75 per hour	\$150 per hour minimum 2 hours	65 Seats	Projection, Audio, Whiteboards Computer in room, Food-yes
Classroom Seminar L-105,305,345 S-110,120,130, 210, 220,230,310 320,330	No charge	\$75 per hour	\$150 per hour minimum 2 hours	39 Seats	Projection, Audio, Whiteboards Computer in room, Food-yes
Schneider Boardroom - 680	No charge	\$75 per hour	\$150 per hour minimum 2 hours	40 Seats	Projection, Audio, Conference Phone, Food-yes
Ruscmeyer Conference Room 302	No charge	\$50 per hour	\$100 per hour minimum 2 hours	10 Seats	Projection, Audio, Food-yes
Marcus Commons 125	No charge	\$150 per hour minimum 2 hours	\$300 per hour minimum 2 hours	158 Seats	Projection, Audio, Podium, Food- yes
Margery Reed Hall					
Classroom Tiered 020	No charge	\$75 per hour	\$150 per hour minimum 2 hours	41 Seats	Projection, Audio, Whiteboards Food-yes
Classroom Seminar 006,011,019,106,11 9,203,214,217	No charge	\$75 per hour	\$150 per hour minimum 2 hours	32 Seats	Mobile, Projection, Audio, Whiteboards Food-yes
Reiman Theatre 113	No charge	\$150 per hour minimum 2 hours	\$300 per hour minimum 2 hours	183 Seats	Full Wall Projection, Podium, Mics, Food-not in theatre foyer only
Boardroom 201	No charge	\$75 per hour	\$150 per hour minimum 2 hours	20 Seats	Projection, Audio, Conference Phone, Food-yes
Undergraduate Conference Room 108	No charge	\$75 per hour	\$150 per hour minimum 2 hours	19 Seats	Projection, Audio, Conference Phone, Food-yes
South Patio	No charge	\$75 per hour	\$150 per hour minimum 2 hours		Food yes

All of the above rooms are reserved via 25Live.

Student Study Rooms are reserved here: <http://go.du.edu/reserve-daniels-study-rooms/>

Reiman Theater

General Description

The Reiman Theater ("Theater") is located on the ground level of Margery Reed Hall. It can be accessed through four entrances:

- The main entrance off the Foyer
- The back of the Theater through the Pre-Function Room (there is also an emergency exit from this room)
- The ramp entrance door near the Reznikoff conference room leads to the front of the Theater (which is the permanent accessible entrance to the stage). Portable steps with a railing may be available at some point to provide access from the audience to the stage.
- The Green Room which is accessed via the ramp (and is also an accessible entrance to the stage)

The Theater is a tiered auditorium with 163 permanent seats and at least five accessible portable seats that must remain in place. None of the seats has a writing surface or cup holder.

The Theater is best suited for large (50-plus attendees) lectures and presentations. It is not designed for artistic performances or elaborate events. There is a small raised stage, a large video wall which connects to a Client-provided laptop, and a speaker system. It does not have a specialized lighting system. There is furniture in the adjoining "Green Room" which can be moved to the stage for seated speakers. For the use of Daniels units only, there are tables and folding chairs stored in back of the stage (109C) which can be set up for speaker panels.

There is a Pre-Function Room at the back of the lower level of the Theater which has some furniture. Small quantities of refreshments can be set up on this space. The Foyer at the south entrance may also be available as a refreshment station. Another option for refreshments is to reserve the Board Room and the outdoor upper patio decks (weather permitting) on the 2nd level. The capacity of these spaces does not accommodate large groups of people.

There is a small "Green Room" off the stage which is available for presenters to wait.

Daniels does not have anyone assigned to staff or monitor the Theater before, during, or after its use. It is the responsibility of the Client to comply with requirements, make sure it is in usable condition before the event, to order anything needed for the event, and to make sure the Theater is returned to its original condition at the end of the event.

General Guidelines:

1. Reserving the Reiman Theater. The Theater is reserved through [25Live](#) as MRH 113.
2. Confirmation of Space. Should the space be available, a confirmation email will be sent from the request in 25Live.

3. Notice of Reservation Conflict or Cancellation: If the Client no longer needs the room at the time it is reserved, the Client must notify College Events immediately. Whenever a conflict develops with reservations, the Daniels Events staff will attempt to resolve them as far in advance as possible. If College Events must cancel a reservation, every effort will be made to do so as far in advance of the reservation date as possible.
4. Limitations on Reservations: In order to have the broadest use of the public space, the Theater is not available for regular events of any DU or external group. Therefore, these groups *may* be limited to one reservation per year. Daniels groups may schedule regular events or classes one quarter at a time.
5. Fees and Charges: The Client is responsible for any charges from outside entities, such as catering, room set-up, custodial (such as extra trash removal), parking and multi-media services.
6. No Third-Party Use: The space cannot be used by external groups for activities involving third party sale of goods and services. When Daniels cannot accommodate the use, there are other locations on campus that can be reserved by contacting Conference and Events Services at 303.871.4333.
7. Approved Hours of Use: Margery Reed Hall is open M – F, 7 a.m. – 11 p.m.; Sat – Sun, 7:30 a.m. – 10 p.m.), and closed on DU holidays. The Theater cannot be reserved on University holidays or when the campus is closed (e.g., for inclement weather). Events must not exceed their approved hours of use, as there may be other functions scheduled before or after.
8. Staffing Events: Daniels-sponsored events must have a Daniels faculty or staff member available for the duration of the event and DU-sponsored events must have a DU faculty or staff member available. Clients outside DU must designate a person (with contact information) who is responsible and who must be in attendance for the duration of the event.
9. Certificate of Insurance: Clients other than the University of Denver must provide a certificate of insurance including the University of Denver as “Additional Insured” for the date of the event in the amount of \$1 million per occurrence and \$2 million aggregate. If the Client does not carry such insurance, the organization must purchase Tenant Client Liability Insurance (TULIP) from the University on a per day rate.
10. Indemnification: Clients other than the University of Denver agree to indemnify and hold harmless the University of Denver, its officers, trustees, employees and agents from any and all damages, claims or losses or liabilities arising out of the negligence of the Client or its employees, guests or participants during use of the facilities, buildings, properties and services of the University during the course of the event. Any injuries or damage to persons or property during the use of the facility must be reported in writing by the Client to the Dean of the Daniels College of Business immediately, but no later than 30 days, after its occurrence.
11. Liability: The University and Daniels College shall not be responsible for the loss or theft of personal property, or damage to personal property of the Client or any of its employees, guests and participants during the use of the facility, buildings, properties and services of the University during the course of the event.
12. Furnishings: Furniture may not be removed from any room (except Green Room chairs may be moved to the stage). The furnishings may not be rearranged without prior permission of Daniels College Events. Furniture can only be moved by the Daniels Facilities Manager or University Facilities staff. The Client is responsible for insuring that the furnishings are returned to their original configuration within a room immediately following the function. *Materials, such as flipchart paper, may not be attached to any walls, windows, doors or any other surface.*

13. Additional Tables and Chairs: Daniels will have several tables and chairs in the stage storage closet for use by Daniels units only. DU and external groups need to arrange for tables and chairs through Conference and Events Services at 303.871.4333.
14. Refreshments/Catering: Catering cannot be set up in the Theater itself. Catering may be set up in the entrance foyer (south side) and/or in the Pre-function room. Catering, room set-up arrangements, and cleanup are the responsibility of the Client, as are any related fees. The Daniels College provides catering through its Knoebel School of Hospitality Management and DU's caterer is Sodexo. Other caterers may be used with prior approval by College Events and must have a Certificate of Insurance on file with DU Business Services. Because the building is open to the students and the public, it is highly recommended that the Client use signage to indicate that refreshments are for the attendees of an event. It is highly encouraged that food and beverage not be taken into the Theater except for cups with lids.
15. Alcohol: Alcohol may not be served without prior written approval by the Dean or designee and the Client must comply with all applicable State, local and University of Denver policies and regulations governing its use, including provision of certificates of insurance and use of licensed bartenders. Without exception, alcohol is not to be served to minors.
16. Campus Safety: Clients must contact the Department of Campus Safety for any security needs or concerns. If there is an emergency during an event, the Client should call 911 and Campus Safety at 303.871.3000.
17. Parking: Parking arrangements are the responsibility of the Client. The Daniels building parking garage is not available for event parking. Parking in the surrounding neighborhoods is limited and not advised. There is some short-term parking available on the campus in metered, visitor parking lots or the Client can purchase quantities of parking permits from Parking Services. To obtain assistance with parking needs for a scheduled event, contact Parking Services at 303.871.3210 or via www.du.edu/parking/.
18. Media Services: All Daniels-sponsored events Monday through Friday between the hours of 8 a.m. and 5 p.m., except on DU holidays and when the campus is closed, will have access to Daniels Technology staff for basic AV needs by submitting a request through the Daniels website. University Technology Services must be contacted for use by any non-Daniels group, for any event outside of these hours, and for advanced AV needs (e.g., videotaping). Contact <http://library1.du.edu/site/about/classroomsupport/classroomSupport.php> or extension 303.871.3595.
19. Other Services: Since Margery Reed Hall is not a conferencing facility, it does not provide services such as: (1) food and beverages, (2) photocopying and faxing, (3) telephones, (4) paper and pens and (5) easels and flipcharts. These services are the responsibility of the Client.
20. Signage: The Client should provide specific information on the location of the event to attendees in advance of the event. No signs may be affixed to the exterior or interior of the building directing attendees to the event site. Approved signs may be placed by the Client on easels at the entrances to the building on the day of the event only and then removed.