



POLICY: International House Building Usage and Reservations Policy

<p>Dates Approved:</p> <p>Vice Provost: Luc Beaudoin</p>	<p>Vice Provost or Designee’s Signature:</p>
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Policy:

Established DU organizations with an international component to their mission or event are encouraged to apply to use I-House meeting space. *The building is not open to benefited DU staff/faculty or to groups without an international component to their mission. Groups that are using their organization to book an event for benefited staff/faculty or for groups without an international component to their mission will lose any future privileges for use of the building.* In order to maintain exceptional facilities for all, the following guidelines have been established. This policy also provides information about the spaces available and the procedures for reserving and using the space.

General Guidelines:

1. Priority Use of Space: Public space is available in the following order of priority:
 - 1) Office of Internationalization (this includes ELC, OIE, ISSS, and CWLC).
 - 2) Established DU organizations with an international component to their mission or event.
 - 3) Other DU offices, benefited DU staff/faculty, and departments using the building for an event with an international component

2. Reservations: Reservations should be requested through the front desk at the International House. All requests for reservations for spaces within the International House must be made using the Reservation Request Form, which is attached to this policy. Reservation requests are not guaranteed nor marked in the I-House calendar until confirmed by the Office of Internationalization. Reservations should be made *at least three weeks in advance*; however, in order to give priority to internal Office of Internationalization events, we cannot accept reservations *more than five weeks in advance*. Depending on the nature of the event, the process of reviewing the reservation request and supplemental requirements may be lengthy. Please keep this in mind and plan accordingly.

3. Limitations on Reservations: In order to have the broadest use of this public space, the International House is not available for regular meetings of any group, other than the Office of Internationalization. Outside groups are limited to one or two reservations per quarter, and no more than three per academic year (September 1–August 31). An event equates to one evening’s or day’s use.

4. Limitations on Usage: Without prior approval, the International House cannot be used for activities involving third party provision of goods and services and/or where a fee is charged or donation invited. **The International House also cannot be used for private events or events *not* sponsored by an established organization** (a budget number must be provided—see #9 if you do not have a budget number). The conference room may only be used for meetings and similar events. The maximum capacity of the International House is 190 people. However, if food is provided at the event, it must be limited to the dining room and adjacent common room which have a cumulative maximum capacity of

101 people. When the International House cannot accommodate the use, there are other locations on campus that can be reserved by contacting the Conferencing and Events Office at 303.871.5110.

5. Approved Hours of Use: The International House is available for use primarily on weekends and after 4:30 p.m. on weekdays. Events must conclude by 10 p.m. and clean-up/building closure must occur by 11 p.m. During normal work hours, 8 a.m. to 4:30 p.m. Monday through Friday, the International House is open only for meetings and similar functions; on a space-available basis. Please be considerate of our employees during office hours. Functions should not exceed their approved hours of use, as there may be other functions scheduled before or after. Office of Internationalization-sponsored events must have an Office of Internationalization staff member available for the duration of the event.
6. Indemnification: Users 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 user or its employees, guests or participants during use of the facility, buildings, properties and services of the University during the course of the event.
7. Liability: User shall make every effort to guarantee the safety of its employees, guests or participants using the facility, properties and services as a result of user's event or in any way connected with user's event, with the exception of and to the extent of the negligent acts of the University of Denver. University of Denver reserves the right to take any necessary action, including cancellation of user's event, in order to protect the safety and well-being of the public and the facility, building and properties of the University of Denver. The University of Denver and Office of Internationalization shall not be responsible for the loss or theft of personal property, or damage to personal property of the user or any of its employees, guests and participants during the use of the facility, buildings, and properties and services of the University during the course of the event.
8. Notice of Cancellation: The University of Denver reserves the right to cancel the reservation for Good Cause. "Good Cause" shall include, but not be limited to, intervening maintenance, loss of use or temporary utility outages, including but not limited to problems with the utility systems or heating or cooling systems and loss of electricity, administrative or operational difficulties pertaining to the facility or surrounding premises, damage or destruction caused by fire so as to prevent the use of the facility for user's event, strikes, national emergency, construction delays, weather or other Acts of God, or any other cause beyond the control of the University of Denver. The University of Denver shall not be liable for any indirect, incidental, special, or consequential damages including but not limited to, loss of profits, future business opportunities or otherwise as a result of termination of the reservation for Good Cause. The University of Denver may also terminate this reservation, at its sole discretion, if it receives evidence that user and/or any of its officers, directors, agents or employees have: 1) violated laws, ordinances or rules and regulations, federal, state, local or University of Denver; 2) acted or operated in a manner which constitutes a nuisance and/or disturbance; 3) violated any other agreements or violated or anticipate violating this reservation; or 4) Participated in misconduct, property damage, or created circumstances presenting the reasonable threat of damage or injury to persons or property. The University of Denver, in its sole discretion, may also require the immediate removal of user and all of user's employees, guests or participants from the facility under such circumstances. The University of Denver shall not be liable for damages, including indirect, incidental, special, or consequential damages including but not limited to loss of profits, future business opportunities or otherwise, as a result of such termination and user hereby waives any and all other claims, damages or liability on the part of the University of Denver. If the user no longer needs the room for the time it is reserved, the user must notify the Office of Internationalization immediately. If the Office of Internationalization must cancel a reservation, every effort will be made to do so as far in advance of the reservation date as possible.
9. Fees and Deposits: Upon reserving space at the International House, a budget (org) number for either the organization or department must be provided. Groups without a budget number must contact the supporting department or area on campus for approval and budget number. This budget number will only be used in the case of damages incurred while using the facilities, or if furniture is not moved back to its original position.

10. Alarm Code Regulations: Alarm codes will only be given to DU benefited staff/faculty that are sponsoring the event. The instructions for the alarm may be picked up between 8 a.m. and 4 p.m. on the day of the event. For weekend events, the instructions for the alarm must be picked up between 8 a.m. and 4 p.m. on the preceding Friday. The benefited staff/faculty person must be present for the entire event, and they must be the person to set the alarm after the event. If the alarm was not set, your organization will be responsible for the outcomes of not setting the alarm and pay for any lost items or damages incurred.
11. Room Set-Up: Any room set-up and additional furniture needs are the sole responsibility of the guest organization.
12. Furnishings: Furniture may not be removed from any room. The furnishings in living room, the conference rooms, and the common room may not be rearranged without prior permission from the Office of Internationalization. The user is responsible for insuring that the furnishings are returned to their original configuration immediately following the function. *Materials, such as flipchart paper, may not be attached to any walls, windows, doors or any other surface, except when hung by Handi-tak adhesive.*
13. Catering: Catering is the responsibility of the user, as are any related fees. Please note that *all food and beverages must be limited to the dining room and common room.*
14. Kitchen Use: Groups using the International House kitchen are required to read and understand the International House Etiquette, Safety and Rules of Use and instructions posted in the kitchen.
15. Alcohol: Alcohol may not be served at any event taking place in the International House.
16. Children: Children who are attending the event must be supervised at all times by an adult and are not permitted to be in unauthorized areas of the International House.
17. Media Services: Audio-visual equipment rental and set-up is available directly through the University of Denver's Multimedia Services at 303.871.3595 or by fax at 303.871.4999. The Office of Internationalization does not provide such equipment or services.
18. Signage: The user should provide specific information on the location of the meeting to attendees in advance of the meeting.
19. Other Services: Since the Office of Internationalization is not a conferencing facility, it does not provide services such as: 1) food and beverages, 2) photocopying, 3) telephones, 4) fax machines, 5) paper and pens. These services are the responsibility of the user.
20. Parking: Parking arrangements are the responsibility of the user. Closer parking in the surrounding neighborhood is limited to one hour and campus visitors should observe this limit so that the University's neighbors are not inconvenienced and to avoid possible parking tickets (parking laws are enforced and violations are ticketed by the Denver Police Department). There is some short-term parking available on the campus in metered, visitor parking lots. To obtain assistance with parking needs for a scheduled event at the International House, contact Parking Services at 303.871.4663 or via www.du.edu/parking.
21. Campus Safety: Users must contact the Department of Campus Safety for any security needs or concerns. If there is an emergency during an event, *first* call 911 and then call Campus Safety at 303.871.3000. If there is a problem arming or disarming the alarm system, please call Campus Safety at 303.871.2334. University of Denver shall arrange all security or other protective services. Determination of the necessity and number of police, security and fire personnel shall be the sole judgment of the University of Denver. The policemen, security personnel and firemen will be selected in conjunction with the Department of Campus Safety for the University of Denver, the Denver Police Department and the Denver Fire Department. User shall be responsible for all expenses, if any, associated with security and other protective services provided by the University of Denver. The University of Denver reserves the right to refuse admission to any person(s) into the facility, or to eject any person(s) from the facility that the University of Denver believes, in its judgment, may cause disruption, disturbances, endanger life, or causes bodily injury or in any way effects the safety and security of the University of Denver, the facility, its employees, staff, personnel, and user's employees, guests or participants.

Description of Public Spaces

The following public spaces are available for meetings:

Public Space	Capacity
Living Room (room with fireplace)	51
Common Room (room nearest office and adjacent to the dining and living rooms)	34
Dining Room (south east corner room nearest the kitchen)	70
Main Conference Room (south west corner room)	25
Conference Room # 2 (115)	20
	Total: 200 people

International House Reservation Procedures:

1. Call the Office of Internationalization at 303.871.4912 at least three weeks (and not more than five weeks) in advance to check availability.
2. Complete the Room Reservation Request form and fax to 303.871.4910 or email to ihouse@du.edu.
3. Make arrangements for food, room set-ups and tables, and other services; provide copies of insurance and license certificates as necessary.
4. Verify receipt of confirmation from the Office of Internationalization.

Attachment: Room Reservation Request Form

Effective Date:

Room Reservation Request Form
International House
University of Denver

Please complete and fax (303.871.4910), or email this reservation form to ihouse@du.edu. Room reservations are not guaranteed until confirmed by the Office of Internationalization. Your organization will be charged for any damages to the facility caused by your usage.

Event Details (to be completed by organization):

Date Needed:	Start Time: _____AM PM	End Time: _____AM PM
	Set up Time: _____AM PM	Clean up Time: _____AM PM
Room: <input type="checkbox"/> Living Room	<input type="checkbox"/> Main Common Room	<input type="checkbox"/> Conference Room (meetings only)
<input type="checkbox"/> Dining Room	<input type="checkbox"/> Conference Room #2	<input type="checkbox"/> Kitchen
Number of guests expected:		
Department/organization name:		
Explain the international component of the event:		
Address:		
Contact person:		
Phone:	Fax:	Email:
Person picking up and responsible for key: <i>Must be a faculty or staff member; this person must be present for the entirety of the event.</i>		
Phone:	Fax:	Email:
Budget number (in case of damages incurred—please see General Guidelines #9 for groups without a budget number):		
Purpose and description of event (please be specific):		
<u>Will the event involve selling a product or service, or charging a fee?</u> Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If yes, prior approval from the Office of Internationalization is required.</i>		
<u>Room Set-up:</u> Do you wish to rearrange the furniture? Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If yes, prior approval of the Office of Internationalization is required. If approved, you are responsible for the cost of moving and all furnishings must be replaced to their original setting immediately following the function.</i>		
<u>Catering.</u> Will food service be provided? Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If yes, clean up of all food materials is required immediately following the event.</i>		
NO ALCOHOL is permitted at events taking place at the International House		
<u>Parking.</u> Will guest parking be needed? Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If yes, contact Parking Services at 303.871.4663 or www.du.edu/parking. Contact the Office of Internationalization for requests for limited guest parking at the International House.</i>		
Multi-Media Services. Multi-media equipment and set-up is available directly through the University of Denver's Multi-media Services at 303.871.3595 or fax 303.871.4999.		

Indemnification

I have read the International House Space Usage and Reservations policy, and I agree to comply with all policies and conditions therein.

I also 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 negligence of my organization, employees, guests or participants during use of the facilities, buildings, properties and services of the University during the course of the event. I will report any injuries or damage to persons or property during the use of the facility in writing to the Vice Provost for the Office of Internationalization or designee within 30 days of its occurrence.

Client Name (print)

Title (print)

Client Signature

Date

NOTE: THIS REQUEST IS NOT CONFIRMED UNTIL IT HAS BEEN SIGNED AND DATED BELOW AND RETURNED TO YOU.

FOR OFFICE USE ONLY:

Reservation Confirmation:

Events Calendar _____

Confirmed by: _____, Date _____
