



Iliff School of Theology Room Reservation Guidelines

Priority 1: Academic Classes: Reservations will be automatically scheduled as far out as the academic calendar is set. Event Manager will partner with Iliff Registrar to list these courses in the Internal Community Calendar provided any event spaces are used.

Priority 2: Campus Wide Annual Events & President/Executive Events:

Examples include but are not limited to: Commencement, Honors Convocation, Renewal, Deans' Café Gathering Days, Admissions events; Open House etc., BOT meetings, monthly employee meetings.

Priority 3: Department, Institute, Registered Student Organization & Rental Annual Events:

Examples include: AI institute, EcoJustice, , Student Senate, Sensorimotor, Enneagram, and other recurring meetings/events.

Priority 4: One-time & weekly events for all groups.

Iliff Event Venue Request Form: The Iliff Event Venue Request form is a required fillable pdf which can be found online at: <https://www.iliff.edu/rental/> or by contacting the Iliff Hospitality and Event Manager. Reservations of "Event Venues" (defined as those venues listed on the [link](#) above), cannot be completed without first filling out this inquiry form. Upon completion, the Event & Hospitality Manager will send an event confirmation email to finalize your request for space. Academic class scheduling will remain under the guidance of the Registrar. *The Event Request form is not required when requesting quarterly academic class space within Old Iliff facilities.*

Shattuck Hall & Iliff Chapel A/V: If audiovisual equipment is requested in these spaces, requestor must contact Event Manager at the time of room reservation to schedule A/V. It is assumed that personal laptops will be used for presentations, so no laptop will be provided unless requested during Event Request timeline. If a/v is not requested 7-days prior to event, then use of a/v equipment is not guaranteed.

Reservation Booking Process:

- 1.** If a group requesting space has a faith-based component, inquiry details must be sent to the Dean of the Chapel for review. The Dean of the Chapel will advise whether the Iliff Event & Hospitality Manager can proceed with booking.
- 2.** If a group has no faith-based component, Iliff Event & Hospitality Manager can proceed with rental request unless there are "key concerns" as part of the request. Key concerns are defined as: *sales, alcohol, security/Public Safety requests, VIP or political attendees, request for outdoor spaces, requests to use Iliff logo and marketing.*
- 3.** If none of the above are true, Iliff Event & Hospitality Manager can proceed with booking without inquiry or vetting through Iliff leadership.

Iliff Event & Hospitality Manager reserves the right to adjust reservations to maintain Iliff operational needs and maximize facility usage.