

## General Policies

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In the interest of safety, all persons should evacuate the building calmly and immediately in the event of a fire alarm.

Illegal use of alcohol or drugs, firearms and gambling devices are not permitted within the building at any time.

Common space in the Lory Student Center is meant to be enjoyed by all. Because of our commitment to make this space in the Lory Student Center available to all members of the University population, activities which inhibit the use of space by the public at large are prohibited.

Solicitation, commercial activity or requests for donations are allowed only in designated areas of the Lory Student Center.

In accordance with Colorado State University Policies and Procedures, smoking in the Lory Student Center is prohibited.

Working animals such as seeing eye, hearing, service dogs, and dogs used in law enforcement are the only animals permitted in the Lory Student Center. The Event Planning Office must approve animals used in lectures and demonstrations.

Due to the proximity of food service, shoes and shirts must be worn in the Lory Student Center at all times.

In accordance with Colorado State University Policies and Procedures the use of roller skates/blades, skateboards, and bicycles are prohibited in the Lory Student Center. Bicycles must be stored in the racks outside the building, not blocking walkways or entrances.

Any behavior exhibited in the Lory Student Center that violates the law will not be tolerated and may result in prosecution.

Colorado State University is committed to providing an environment free from harassment and other forms of discrimination based upon race, age, color, religion, national origin, gender, sexual orientation, veteran status or disability.

### Academic Classes

All academic classes are scheduled through the Classroom Scheduling Office at (970) 491-7212. At Lory Student Center, reservations for credit classes may be negotiated through Classroom Scheduling on a special, emergency, or occasional basis if time and space permit.

### Alcoholic Beverages Policy

To accommodate the requests of organizations wishing to serve alcoholic

## HIGHLIGHTS

[Hours](#)

[Maps](#)

[Jobs at the LSC](#)

[Organization Chart](#)

[Policies](#)

[Department Contact Lis](#)

[Staff Contact List](#)

[Director](#)

[About the Website](#)

## Policy Sector

### General Policies

- [Academic Class](#)
- [Alcohol Policies](#)
- [Chalking](#)
- [Flea Market Spz](#)
- [Peaceful Asserr](#)
- [Signage and Po](#)
- [Solicitation](#)
- [Table Tents](#)
- [Technical Servi](#)
- [Ticket Sales / B](#)
- [University Club](#)

### Scheduling Procedu Policies

- [Ballroom Decor](#)
- [Cancellation Po](#)
- [Co-Sponsorship](#)
- [Damage / Loss](#)
- [Dances & Speci](#)
- [Decorations](#)
- [Dining Services](#)
- [Early Access, E  
and Extended H](#)
- [East Plaza Spar  
Zone](#)
- [Excessive Setup  
Turnover During](#)
- [Late Requests](#)
- [Merchandise Se](#)
- [Parking / Loadir](#)
- [Payment of Ser](#)
- [Physical Arrang](#)

beverages at functions taking place in the Lory Student Center, the Lory Student Center Governing Board has developed the following guidelines and regulations. This policy reflects the University's concern for a responsible approach to the serving and consumption of alcohol.

- [Room Condition Available](#)
- [Security](#)
- [Technical Servic](#)

### **General Provision Which Pertains to Alcoholic Beverages**

The Lory Student Center, with the cooperation of the organization scheduling the event, will enforce all City and State regulations regarding alcohol consumption, including appropriate identification checks. Persons must be 21 years of age to consume alcoholic beverages and a valid identification is required. If minors are present, adequate steps must be taken to ensure that they are not allowed to consume alcoholic beverages. Violation of campus policies may result in cancellation of the event or future events, and/or other appropriate University disciplinary action.

The Responsible Person acknowledges responsibility for any damages or abnormal cleaning costs caused by the organization's use of the facility. In the case of a student organization, the advisor must sign the Alcoholic Beverage Request Form (linked below).

Programmers of social events must emphasize the quality of the event and not the service of alcohol.

Serving of alcohol at any event will include a beginning and ending time designated on the Alcoholic Beverage Request Form. Service of alcohol must be discontinued for a reasonable period of time prior to the anticipated end of the event.

The Lory Student Center must provide bartender service to serve alcoholic beverages. No "bring your own alcohol" or self-service is permitted.

Alcoholic beverages must be served/consumed only in the area designated for your event. It is not permissible for individuals to take alcoholic beverages from that area, including hallways of the Lory Student Center.

Consumption of alcoholic beverages is not to be the focus of the event and contests involving the consumption of alcohol are prohibited. Non-alcoholic beverages and food must be available during the entire time alcohol is served.

The Lory Student Center may deny approval for the use of alcohol upon the grounds the approval would not be in compliance with established University guidelines, its location within the Lory Student Center, or the failure of the applicant, in a past event, to satisfactorily comply with applicable laws and regulations.

Organizations requesting alcoholic beverage service for an event must complete an Alcoholic Beverages Request Form fifteen (15) working days prior to the event.

### **[Download Alcoholic Beverages Request Form](#)**

(Policy approved September 23, 2003, by LSCGB)

## Chalking

Chalking is only allowed on the East Plaza of the Lory Student Center. The East Plaza is a free speech area, which means all chalking is permitted except that which violates Law. Chalking is only allowed on the horizontal concrete ground (not on paving stones or walls) and at least 10 feet away from any entrance of the Lory Student Center.

## Flea Market Space

For information about or to rent table space in [the Student Center Flea Market](#), please contact the Flea Market Office at 491-1114.

## Peaceful Assembly at CSU

*Congress shall make no law respecting.. abridging the freedom of speech, or of the press; or the right Of the people peaceably to assemble, and to petition the government for a redress of grievances.* - First Amendment to the Constitution of the United States

Peaceful assembly at Colorado State University is an acknowledged right, as published in the General Catalog. This flyer has been produced to help educate University and Community members about both the general policy as well as specific University policies and procedures related to assembly. In addition, a paraphrase of laws relevant to rallies, demonstrations and gatherings has been included.

### General Policy:

The University acknowledges the right of students and others to assemble in groups for peaceful purposes. At such gatherings, the University expects the rights and privileges of all persons to be respected and that there will be no endangerments to health or safety. Such gatherings must in no way disrupt the normal conduct of University affairs or endanger University property.

The University may, consistent with the Constitution, establish reasonable regulations regarding the time, place and manner in which persons exercise their free speech rights to the extent necessary to prevent disruption of the normal conduct of University affairs or endangerment of health and safety of persons or damage to property. Accordingly persons planning such assemblies on University property are strongly encouraged to coordinate their activities and plans in advance through Lory Student Center Event Planning Services. This coordination is requested so as to help ensure the success of the assembly, prevent disruption of normal University educational activities and to avoid endangering the health or safety of persons or damage to property. The sponsoring individual or group must assume responsibility for compliance with all state and local laws and University policies. Assistance from staff is available to help plan such events, and the assistance of the Colorado State University Police Department may be requested to help with traffic or crowds.

Any activity by demonstrators or groups which interferes with the rights of others, disrupts the normal functioning of the University, damages property, or endangers health or safety may be immediately suspended and/or removed from University property. In addition, such actions may also be the basis for University disciplinary action and/or criminal charges by law enforcement authorities. Demonstrations are prohibited in any special-use facility, classrooms, or in any instance which interferes with educational functions. Demonstrators refusing to vacate premises upon request are subject to immediate temporary suspension and arrest under applicable municipal and state laws.

### **Some Specifics To Consider:**

#### **LOCATION:**

The Lory Student Center Plaza has been designated as the primary "Public Forum" space for Colorado State University--open to all individuals for the purpose of free speech. To avoid conflicts in the use of space and to ensure the safety of the campus community, the University does not allow for the setting up of any structures, including, but not limited to, tables, booths, displays, etc. on the Plaza without the permission of Lory Student Center Event Services. The physical parameters of the Plaza include: the south boundary of the Plaza is the northern most edge of the paving stones. The west and east boundaries are the stone seating walls. The north edge of the boundary is to the edge of the stairs on the north end.

Please contact the Director of Campus Activities if free speech assemblies are desired at locations other than the LSC Plaza so that assistance can be provided in ensuring the success of the assembly, avoiding scheduling conflicts, and protecting the safety of the campus community.

To reserve space on the Lory Student Center Plaza, contact Event Planning Services at least 14 days in advance of the event. Reservations are made on a first-come, first-served basis. Entire Plaza reservations are limited to registered student organizations and campus departments and are restricted to 3 days total per semester.

It is the responsibility of the sponsoring organization to contact the Colorado State University Police Department at least 14 days before the event to determine if security arrangements and/or traffic control are necessary.

Groups that have not reserved the Lory Student Center Plaza for Peaceful Assembly may be asked to reschedule based on the University's ability to safely support the event.

If students have concerns about the decisions made by Event Planning Services, they can ask that the decision be reviewed by the Director of Campus Activities.

#### **AMPLIFICATION:**

Amplified sound on the Lory Student Center Plaza is permitted during normal

office hours of Event Planning Services. Sound levels are not to exceed 80 decibels at any point. Due to the proximity of classrooms, offices, laboratories, and the library, an Event Planning Services staff member will closely monitor the sound level.

Signs, Placards, Etc.: Paper and/or cardboard signs are encouraged. Chalking is allowed on the horizontal concrete ground (not on paving stones or walls of the Plaza) and must be at least 10 feet away from any entrance of the Lory Student Center. For public safety concerns the following are not allowed without the express approval of the Lory Student Center Event Planning Services: wires, rope, chains, and any object that might injure oneself or others.

#### **RESOURCES:**

To contact the Event Planning Office please call 491-0229

To contact the Colorado State University Police Department please call 491-6425

To contact Campus Activities please call 491-6626

#### **LAWS RELEVANT TO RALLIES, DEMONSTRATIONS, GATHERINGS:**

The Colorado State University Police Department recognizes each individual's right to freedom of expression and peaceable assembly. We further recognize our obligation under Colorado law to support the University's mission of education, extension and outreach. This information is provided so that all people involved in a demonstration or assembly may know their legal rights and obligations. If you have questions about your rights or obligations during an assembly, rally, or demonstration, please contact a member of the Colorado State University Police Department for clarification prior to engaging in behaviors that may subject you to arrest or fines.

**Obstructing Highway or Passageway:** It is illegal to intentionally, knowingly or recklessly obstruct a street, sidewalk or building entrance or disobey a reasonable request from a peace officer or other person in authority to move from such location. (18-9-107 C.R.S.)

**Disrupting Lawful Assembly:** It is illegal to obstruct or interfere with a gathering or meeting by any physical action, verbal communication, or other means. (18-9-108 C.R.S.)

**Interference with Educational Institutions:** It is illegal to willfully deny to students, employees, or visitors: lawful freedom of movement on institutional premises; lawful ingress or egress to facilities; and lawful use of the property or facilities of the institution. It is also illegal to impede faculty or staff at an institution in the performance of their duty or to impede a student of an institution in the lawful pursuit of his or her educational activities in any way. (18-9-109 C.R.S.)

**Public Buildings - Trespass, Interference:** It is illegal for any person to so conduct himself at any public building owned or operated by the state, to

willfully deny to any public official, public employee or invitee the right to enter and use facilities or leave such facilities. It is also illegal to impede any public official or employee in the lawful performance of their duties. (18-9-110C.R.S.)

**Harassment:** It is illegal for a person to: strike, shove or subject another person to physical contact; or repeatedly insult, taunt or challenge another person in the manner likely to provoke a violent or disorderly response when the intent is to harass, annoy or alarm the other person. (18-9-111 C.R.S.)

**Unlawful Conduct on Public Property:** It is unlawful for any person to enter or remain in any public building or on any public property or to conduct himself in or on the same in violation of any order, rule, or regulation concerning any matter prescribed in this subsection, limiting or prohibiting the use or activities or conduct in such public building or on such public property ... (18-9-117 C.R.S.)

Under a Colorado Law (18-9-119 C.R.P.S.), a person committing certain violations or conduct may also be billed for any extraordinary expenses resulting from such violations.

**Riot Law:** Colorado recently passed a new riot law. If you are convicted of engaging in riotous behavior, the minimum penalty is immediate suspension from all state supported universities for at least 12 months. (23-5-124 C.R.S.)

NOTE: This list represents most of the appropriate laws relevant to rallies, demonstrations and gatherings. However, it is not exhaustive of all statutes.

## Signage & Posting

### Bulletin Board Postings in the LSC

The bulletin boards near ASCSU and Operations are for entertainment and events (on or off campus) postings only and require authorization from Campus Information Center.

Postings are valid for two weeks for event bulletin boards and one week for solicitation boards. Items will be removed after that time.

All postings for event boards must be no larger than 20" x 25".

The Buy/Sell boards in the Commons are to be used for the following categories and must be approved by Info Too:

- For Sale
- Books/tutoring
- Wanted
- Auto/bike

The Ride Board located in the Commons across from CopyRite is available for use by students. OCSS maintains this board.

### *General Requirements for Postings*

Rental and roommates postings need to be handled through Off Campus Student Services. Our staff will remove any such posting.

Employment notices are handled through Student Employment Services. Our staff will remove any such posting.

No solicitation from outside vendors or commercial businesses is allowed. This includes credit card applications. Our staff will remove any such posting.

### **Newspaper Rack Policy and Procedure**

Racks can be reserved for both on and off campus publications. All racks must be reserved before items may be placed in them.

Racks are reserved for the fiscal year, beginning July 1. Patrons are responsible for the renewal of their rack spaces each year and must restock it with publications throughout the year.

If a rack is empty for more than one week or if the publication is not current (more than one month old) the reservation will be terminated. If the reservation is terminated, the patron must reserve and pay for another rack if one is available.

Only publications in newspaper and magazine format are permitted. (No flyers or brochures are permitted). Coupon books are permitted with a Manager's approval.

CSU affiliated organizations (on campus publications) can reserve up to three spaces for free (if additional racks are requested they may be rented for the same amounts as an off campus publication), and off campus publications can reserve a space for the following amounts:

### **South Brochure Rack Policies and Procedures**

The Campus Information Center staff must approve all brochures.

Any brochures placed in the rack without approval will be recycled or thrown away.

Brochures must be for an event or events pertaining to Colorado State University, the Fort Collins community, and/or surrounding areas.

(Advertisements, fliers for restaurants, or anything conflicting with business interests in the Lory Student Center will not be allowed, such as bookstores, pizza places, flower shops, etc.)

Brochures can be placed in the racks for approximately six months at a time (eg. July 1, 2002 through December 20, 2002 or January 6, 2003 through June

24, 2003.)

If you have any questions, or to get your brochure approved, please contact Campus Information Services in the Lory Student Center at 491-6444.

### **Display Case Reservations**

Scroll up to the Display Case category

### **Poster Run Policies**

Scroll up to the Poster Run category

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### **Solicitation**

Solicitation of any kind inside the Lory Student Center is prohibited unless it takes place at the reserved Flea Market tables. Reservations for the Flea Market must be made through the Lory Student Center Flea Market Supervisor (491-1114). Solicitation means using the Student Center facility, its building or its property as a place to advertise or promote any product or service. Solicitation outside the Flea Market and East Plaza will not be tolerated. Campus groups wishing to promote their campus events at the Lory Student Center should contact the Event Planning Office at 491-0229.

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### **Table Tents**

Table tents that promote Student Organization or University Department events are permitted on the tables in the food court and the Commons area. Table tents can be displayed for a maximum of 7 consecutive days and must be approved by the Food Court Manager, Ken DeVault, at 491-7465.

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### **Technical Services**

The LSC Technical Services Department is based in the Center Theater and is responsible for providing technical support for events throughout the Lory Student Center and the entire Colorado State University community. Contact: LSC Technical Services Coordinator; 970-491-1177; 970-491-6623 fax.

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### **Ticket Sales / Box Office**

Thank you for your interest in the Campus Information Services Box Office located in the Lory Student Center. If you are looking for a friendly staff in a convenient location where your customers can pick up tickets, you have come to the right place.

**Box Office Hours - LSC Location (Fall & Spring semester):**

Monday-Friday: 10:00am - 6:00pm  
Saturday and Sunday 10:00am - 12:00noon

**Box Office Hours - University Center for the Arts (Fall & Spring semester):**

Monday-Friday: 9:00am - 1:00pm

Call 491-4TIX for more information (491-4849)

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**University Club**

The University Club is comprised of the Cherokee Park, LaPorte and Virginia Dale rooms, as well as the lounge, tavern and game room (approximately 5,000 square feet). Reservations and arrangements, including detailed assistance for the planning of events, should be made with the Event Planning Office (970) 491-0229.

More information is available at the U-Club  
website:<http://www.uclub.colostate.edu>

**Event Planning and Policies**

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Events at the Lory Student Center are planned beginning in January of each year for the next school year. The priority system for scheduling is as follows:

1. These events are established by the University Calendar Committee and include Orientation, Family Weekend, Homecoming, Commencements, holidays and vacations.
2. These events include all of those which, by necessity, must be contracted through the office of Campus Activities far in advance, such as film series, concerts and lectures.
3. These events are, for the most part, traditional in nature and are dependent upon the University calendar. For example: Entertainment, Blood Drives, and International Festivals.
4. Between February 1st and April 30th of each year and after events in priorities I, II & III have been scheduled, recognized student organizations and academic/administrative departments are requested to select dates and facilities for their special events and meetings for the next calendar year. These will be honored on a first-come-first-served basis.
5. Once the above requirements and deadlines are completed, calendar dates and/or facilities are reserved on a first-come, first-served basis.

All building users are encouraged to anticipate room needs well in advance of their event and are further encouraged to confirm room reservations for legitimate room needs as far in advance as policies allow. Reservation requests made less than one week prior to the event may not be accommodated. Every effort will be made to explore alternatives with conflicting groups.

Tentative reservations made by any group, individual or organization will be held for 2 weeks. Notice of confirmation or cancellation must occur within those 2 weeks or the room will be released.

Reservations made for a recognized student organization must be in the spirit of the purpose or mission of that organization.

The person making the reservation is the guarantor that the costs associated with the event are paid in full.

Student organizations or university departments can reserve up to 2 meeting spaces per week for standing reservations throughout the school year.

Recognized student organizations can reserve the Ballroom(s), the LSC Theatre, the East Plaza, the Commons and the West Lawn up to 8 (eight) times per semester. Recognized student organizations receiving more than \$100,000 dollars in student fees and whose mission is directly congruent with the mission of Lory Student Center may be granted special consideration.

Non-recognized student organizations may reserve one meeting room on a one-time basis prior to becoming recognized. Contact the Student Organizations Office at 491-1115 for more information.

Study groups are encouraged to use one of the many lounges available and will not be allowed to reserve meeting space for such purposes.

The Lory Student Center reserves the right to move a group to another space.

The Lory Student Center reserves the right to deny services to any individual or organization which has a prior history of violating Student Center policies.

## **Ballroom Decorating Guidelines**

Welcome to the newly renovated Main, North, or Cherokee Park Ballrooms. We look forward to working with you on your upcoming event. In order to keep these facilities in ideal condition, the following guidelines must be followed for all events scheduled in the Main Ballroom (or any section of the ballroom including the East, Middle, and West Ballrooms), the North Ballroom and the Cherokee Park Room. We thank you for your cooperation.

1. In general, the ballroom is ready according to your requests approximately two hours before your event is scheduled to begin for you to come in and decorate.

2. All set-up requests and decorations should be discussed in detail with a Facilities Coordinator at least two weeks prior to the event date.
3. No display materials of any sort may be affixed to the walls, doors, windows, room partitions, curtains, and floors in the ballroom. Please ask for portable bulletin boards, cloth dividers, pipe and drape, or sign stands from Event Planning to attach any displays.
4. No tape (including duct, masking, and clear tape) is permitted in the ballroom. All electrical cords, cables, etc. must be covered by carpet mats. Carpet mats are available from Event Planning.
5. Curtains and drapes in the West Ballroom must be opened and closed by the Event Planning Office staff.
6. Banners may be hung from designated points on the ballroom ceiling. Please drop off your banner at least 24 hours in advance of your event. The Event Planning Staff will hang all banners and remove them within 24 hours after the event.
7. Any food or beverage spills on the floor must be cleaned up immediately. If assistance is needed with a spill, please contact the Event Planning Staff, a Building Manager, or Catering Staff.
8. The Lory Student Center assumes no responsibility for any items left in the Ballroom after your event. Please remove all of your items by the end of the event.
9. It is your responsibility to return the ballroom to its original set-up condition after the event. All trash must be discarded in waste receptacles. All cardboard boxes must be flattened and delivered to the Loading Dock for recycling. All decorations must be removed or discarded; this includes the removal of confetti, glitter, or similar materials. Please let the Event Planning Staff know if you need additional trash receptacles. If the ballroom is not left in its original condition, your organization will be charged a cleaning, trash removal, and possible damage fee depending on the condition of the ballroom.
10. All decorations must meet minimum safety standards as interpreted by Environmental Health and Safety. Fire codes prohibit the use of hay, straw, cornstalks, or other dry tinder in the ballroom. All balloons must be secured within the facility.
11. The use of nails, screws, or thumbtacks is prohibited in the ballroom. Please discuss with a Facilities Coordinator the option of special rigging for hanging items.
12. Emergency exits and service doors are not to be blocked with any furniture, decorations, or equipment.
13. The use of paint, glue, or aerosol spray products is not permitted in the Ballroom or nearby facilities including the West Balcony.
14. All candles must be in an enclosed in a fire resistant container. Please have all candles and containers approved by the Catering Coordinator.
15. All smoke, fog, and bubble machines and Light Show projectors using any type of liquid or dry ice are prohibited in the ballroom. Please discuss any special effects planned with a Facilities Coordinator in advance.
16. Partition divider walls in the Main Ballroom must be opened and closed by Event Planning staff.
17. The Event Planning staff will regulate light and sound controls. Please submit all detailed light and sound requirements when submitting set-up plans two weeks prior to your event. Additional equipment and trained staff are available to help run your event with a two-week notice.

Failure to adhere to any of guidelines will result in additional fees to the organization. These fees include:

- Extra cleaning or set-up costs (labor charge)
- Cost of repairs to facility (cost and labor)
- Cost from loss or theft of equipment (replacement cost and labor charge)
- Fire Department response for failing to follow the above guidelines (\$100.00 per response)

## Cancellation Policy

Due to the heavy use of the Student Center and requests for reservations, it is not possible to hold an unconfirmed event date indefinitely. Reservations will be canceled if they are not confirmed within 2 weeks of making the reservation. Every effort will be made to notify a customer before canceling an event. When cancellations are necessary, please do so at the earliest date possible. Customers should contact the Lory Student Center Event Planning Office at 491-0229 to cancel their room reservations and any catering orders. If the event is canceled, customers will be charged according to the fee schedule below. If groups consistently do not show for reserved events/meetings, they risk losing future reservation privileges and may be charged set-up fees.

### Ballrooms & Theatre

More than 60 days prior to event:	Full deposit returned
30 to 59 days prior to event:	50% of deposit returned
Less than 30 days prior to event:	0% of deposit returned

### All Other Reservations

More than 30 days prior to event:	Full deposit returned
3 to 29 days prior to event:	50% of deposit returned
Less than 72 hours prior to event:	0% of deposit returned

## Co-Sponsorship

If a group plans to co-sponsor an event in a reserved Student Center facility, they should indicate this to the Event Planning Office and provide names of all co-sponsoring groups. The sponsoring group should be aware that the organization making the reservation is responsible for payment and for maintaining the proper condition of the facility. The sponsoring organization/department should make contact with Student Center staff before the event begins and monitor the event throughout.

Events scheduled in the Lory Student Center are primarily for the members of Colorado State University and must comply with the policy prohibiting "fronting." Fronting occurs when an on-campus organization is used to represent primarily the interests of an off-campus group. Registered student organizations or campus departments may reserve space only for events that they directly sponsor, are integrally involved in, and will be present at. Student groups and university departments co-sponsoring with an off-campus group where an admission or registration fee is charged, taking contributions, or

selling items may be charged a room rental fee.

## **Damage / Loss**

The sponsoring group is responsible for any and all damages and cleaning beyond the normal wear and tear. The Lory Student Center reserves the right to inspect and control all functions. Any organization that shows disregard for Lory Student Center facilities and equipment may be charged additional fees, be denied further use of Lory Student Center space, and/or be referred to the appropriate authority for disciplinary action. The Lory Student Center will not assume responsibility for the damage to, or loss of, any merchandise or personal property.

## **Dances & Special Events**

University departments and student groups may reserve facilities for dances and special events with the successful completion of an Event Registration Form. Generally, the necessity for an Event Registration Form is evaluated on qualities such as the nature and purpose of the event, amount of advertising, time of event, room capacity and expected attendance, location of room, charges for admission, student or non-student audience, professional staff members working with the event, history of the event or sponsoring group, controversial speaker, potential for protest, etc. Event Registration Forms may be obtained at the Event Planning Office.

Individuals and off-campus groups may use the Lory Student Center for a dance or any social party function when it is a "closed" or "invitation only" event and no admission fees are charged. An event that is "closed" or "invitation only" is one that may be attended only by members of the sponsoring organization and guests are individually invited by those members. Closed or invitation only events may not be publicly advertised.

Any special event may require additional insurance.

## **Decorations**

All arrangements for decorations, exhibits and displays must be made at least 5 days prior to the event.

Doorways, hallways, corridors, staircases and fire exits cannot be locked, blocked or obstructed.

Light bulbs may not be placed where the heat from the bulbs might create a fire hazard. "Special effects" equipment such as smoke, fog and fire machines, sparklers, etc. are not permitted in the Lory Student Center. Candles are not allowed in any meeting rooms and allowed only when handled by LSC staff and enclosed in glass in ballrooms and dining rooms.

Whenever possible, only flameproof material should be used for decorations. The use of rubber cement, cellophane tape, nails, paint, duct tape, or other

material that might damage building surfaces is prohibited.

At the end of the event, the room must be returned to its original condition.

Any questions regarding decorations should be referred to the Event Planning Office at the time the reservation is made (491-0229).

## Dining Services

**Outside Food:** The Lory Student Center does not permit outside food or beverages to be served in any reservable LSC space. Individual sack lunches and brown bag lunch meetings are permitted. Food left over from a catered event may only be removed from the Lory Student Center by Lory Student Center personnel.

**Catering:** Catering may be arranged with the Lory Student Center Catering Department located in the Event Planning Office. A current list of catering services is available through the Event Planning Office. Customers must make catering requests directly with the Catering Coordinator (491-0229).

**Alcohol at Events:** Alcoholic beverages may be served at your event with the completion of an Alcohol Use Permit and in compliance with law and Colorado State University policies. Please meet with the Catering Coordinator to make arrangements for this.

### Guidelines for Private & Public Events:

- Determine if your event is public/open or private/closed

#### PUBLIC/OPEN:

- Advertised/open to the community
- Easy to walk in and pick up food
- Funds solicited through sales
- Public/Reservable LSC Location

Examples: Recruitment Drives, Social Events, Award Ceremonies, Weekly Seminars.

#### PRIVATE/CLOSED:

- Limited to an invited guest list
- Non-Public/Non-Reservable LSC Location
- Under Departmental Supervision

Examples: Staff Gatherings, Coffee Breaks.

If an event is Public, the services of Lory Student Center Catering are required. Colorado State University departments, employees, students, and guests are requested to comply with these guidelines. Please call the Catering Office @ 491-0229 for assistance. If your event is Private, please use the following guidelines to reduce your liability. Still unsure? Call 491-5332 for help.

- Use Common Sense

Don't use an unlicensed food source.

Do follow the safe food handling and sanitation practices.

Never leave food unattended. Someone may tamper with it.

Don't accept donated food unless it is from a licensed vendor and approved by Environmental Health Services.

Contact Environmental Health Services for guidelines at 491-1816

- Report any food borne illness

Call University Environmental Health Services at 491-1816 and fill out an incident report. Report any cases, especially if the food involved comes from a restaurant or commercial outlet.

Food borne illness doesn't have to happen. Many cases can be avoided if the event coordinator follows simple guidelines and if everyone handles food properly. It's a bit of a juggling act. Here's what you can do:

- Understand your liability and responsibilities.
- Determine if your upcoming event is public/open or private/closed.
- Select safe foods for your event.
- Follow the 10 tips for safe food handling and sanitation practices.

This quick guide and the accompanying information have been prepared to ensure that you have the information needed to plan events that are healthy, safe, and successful. For additional information or assistance please call 491-5332.

- Private Office Party Guide

Do Use:

Disposable plates, napkins, and flatware

Serving utensils

Commercially packaged & washed raw vegetables and salads

Whole, washed, unpeeled fruit

Condiments (individual packets preferred)

Bagged chips/snacks: skip the dips!

Use a serving utensil

Canned sodas and bottled waters

Bagged Ice

Desserts: Bakery or Store purchased

Crackers: Use a serving utensil

Safe Food Handling temperatures

Grocery or LSC Catering purchased Fruit Trays

Grocery or LSC Catering purchased Cheese Trays

Grocery or LSC Catering purchased Meat Trays

Don't Use:

Any ingredients/products NOT purchased from a licensed source

- Ten Tips for Safe Food Handling

Wash your hands! Hot water with soap as hot as you can stand it for at least 30 seconds.

Do not cross contaminate your utensils. Don't switch from serving raw to cooked foods with the same utensils.

Sanitize your serving area with 1 tablespoon of bleach to a gallon of water. Use paper towels.

Avoid cross contamination. Keep fresh foods away from prepared foods and leftovers. Have one person serve.

Maintain safe temperatures. Keep hot foods over 140 degrees. Keep cold foods under 40 degrees.

Never leave food out for longer than 2 hours.

Throw away foods that have been held over 2 hours and potentially hazardous foods such as: meats, fish, poultry, dairy, eggs, pasta, rice, beans, potatoes, soups, sauces, gravies or food mixtures that contain the above.

Serve low protein, dry carbohydrate and high acidity foods such as chips & crackers, nuts, pre-packed salads and vegetables.

Leftovers? When in doubt throw it out! Refrigerate or freeze promptly after serving.

Immediately after your party, bag all garbage in plastic bags and dispose in the dumpster at the back dock. Any extra clean-up by the custodial staff will result in clean-up charges.

Last year, according to the Centers for Disease Control, an estimated 76 Million cases of food borne illness were reported in the United States. Of those cases, 325,000 resulted in hospitalization and 5,200 of those cases resulted in DEATH.

Please use common sense, follow these guidelines and be safe! For further assistance please call Environmental Health Services @ 491-1816.

### **Lory Dining Kitchen:**

- Use Policy  
Outside food or beverages are not permitted to be served in any LSC reservable space.

All Environmental Health Services guidelines must be met.

Sales of non-perishable, non-hazardous commercially prepared and packaged food is permitted in the Fleamarket with approval from Campus Activities.

Student Organizations may be permitted use of Lory Dining Services facilities and equipment for events that are officially recognized by the

University.

Use of facilities and equipment must be under the supervision of a qualified Dining Services staff member.

An hourly charge per staff member will be assessed as well as charges for use of supplies.

Lory Dining Services does not permit rental of any of their equipment.

- Charges for use of LSC Kitchens

It is not the intent of Lory Dining Services to profit from the use of its kitchens by approved groups. However, the user must pay for all costs incurred by Dining Services.

All users must have a Lory Dining Services supervisor present at all times. Based on the users needs, additional supervisors may be required. Charges for each supervisor are \$20.00 per hour. No unsupervised use of the kitchens will be allowed.

Dishwashing staff are required when the kitchen is used for food preparation. The charge for each dishwasher is \$12.00 per hour. This includes any charges for soaps, sanitizers, etc.

The user will be responsible for all charges associated with the use of any supplies belonging to Lory Dining Services. This includes the use of foils, plastic wrap, trash liners, hair nets, gloves, towels, aprons and the like. All approved users must supply their own food including spices, staples (flour, sugar, etc.) and condiments.

The user is responsible for cleaning all equipment and the kitchen area used. Failure to do so will result in further charges as determined by the supervisor.

- Timeline for Reserving Use of LSC Kitchens

Contact must be made with Dining Services (491-5912) at least six weeks before the event to secure scheduling approval.

If the event is approved for scheduling, the user will be given detailed food forms to fill out. Completed forms must be returned to Dining Services no later than one month before the event to ensure Environmental Health Services ability to review and approve.

Upon approval by Dining Services and Environmental Health Services a meeting will be held two weeks prior to the event. The individual representing the group in the kitchen for the event, must be present at this meeting.

For further information please contact Joyce Durol, Lory Dining @ 491-5912 or Dave Kinkaid, Environmental Health Services @ 491-1816.

## **Early Access, Early Opening & Extended Hours**

Lory Student Center reservations are scheduled during standard hours of operation [see page 2]. Reservations which require access to the building beyond standard hours of operation require a request 2 weeks prior to the event. Requests may or may not be accommodated.

During standard hours of operation, early access is permitted. Customers who require preparation time prior to the building opening may enter the building \_ hour early. Early access is available only to event hosts and must be arranged through the Event Planning Office at least 2 weeks in advance.

Extended hours are available in order to conduct events/meetings outside of standard hours of operation. This request for extended hours to buildings must be made at time of reservation submission. An overtime fee of \$40 may be charged for extended hours.

All events held in the Lory Student Center must end \_ hour before the facility closes unless prior arrangements have been made. The event sponsors are responsible for clearing the building by closing time.

### **East Plaza Space/Free Speech Zone**

1. Reservations: Made in the Event Planning Office; reservations are made on a first-come-first-served basis. Recognized Student Organizations may have information tables on the Plaza for 10 days per semester. Pending available space, reservations for additional tables on the Plaza can be made not more than one week in advance of an event. ASCSU candidates who campaign in the spring need to reserve Plaza space through the ASCSU office at 491-5931.
2. Sound Policy: Amplified sound is permitted on the East Plaza during normal, office hours of the Event Planning Office. Due to the proximity of classrooms, offices, laboratories, and the library an EPS Staff member will closely monitor sound with a decibel meter. All amplified events on the East Plaza must be scheduled through the Event Planning Office at least 24 hours in advance. The staff of the EPS will adhere to the following guidelines:
  - Sound levels are not to exceed 80 decibels at any point along the inside curbs surrounding the Plaza, or at any point along the closest wall of the Engineering Building.
  - For P.A. speakers that face toward the Lory Student Center, sound levels are not to exceed 80 decibels at any point along the wall of the Student Center.
  - If the Lory Student Center receives a complaint of noise exceeding 80 decibels and may be asked to leave if they do not comply.
3. Vehicle Display Policy: For the safety of pedestrians and in order to avoid further damage to the walkways around the Lory Student Center, the vehicle display area is limited to a 12' x 20' space directly south of the planter to the east of the ASCSU marquee (see EPS Staff for specific location). The procedures for reserving this space include the following:

1. Contact Event Planning Services at least one week in advance to make reservation.
2. Take reservation confirmation to Parking Services in Green Hall to obtain a special parking permit.
3. Display permit on vehicle during reservation.
4. Vehicles on display at this location must allow for service and emergency vehicle access to the campus core at all times.
5. Please see additional information regarding the Vehicle Access to Pedestrian Core on Main Campus located on the CSU Web Page (updated 10-18-07).

4. Sales: With the exception of All-Plaza events (such as Plaza Bazaar, Centertainment, Health & Wellness Fair, Asian Fest) all sales are allowed only in the Flea Market area inside the Lory Student Center. Please contact Campus Activities (491-1114) to reserve space for the Flea Market.

5. Food: All food distributed on the Plaza must be approved by Lory Student Center Dining Services (491-5912). Food distribution and handling must be conducted under Environmental Health guidelines.

### **Excessive Set-Up or Room Turnover During Event**

Fees may be assessed to a client when the needs for any space exceeds a standard set-up or includes unusual demands.

### **Late Requests**

Late requests for space, setup, or equipment may be accommodated only if resources are available. A fee may be assessed for requests made within two working days before the event.

### **Merchandise Sales**

During events, commercial exhibitors and vendors are allowed to sell merchandise related to the event. A commercial exhibit fee will be charged for each vendor and a 10% gross sales fee will be assessed. Vendors are responsible for all applicable taxes.

### **Parking / Loading Dock**

Parking arrangements for special meetings or conferences need to be arranged by the event sponsor directly with CSU Parking Services at (970) 491-7041. Any vehicle requiring the use of the loading dock must request it in advance at the Event Planning Office (491-0229) and may be at the loading dock for loading and unloading only.

### **Payment of Services**

All facility payments should be made through the Event Planning Office or the Lory Student Center Business Office (491-1675).

- Payments for Ballrooms and Theatre must be made as a full deposit when reserving the space.
- All accounts must be paid within 30 days of receiving an invoice. Organizations or individuals with accounts past due may be denied further use of the Lory Student Center facilities until balances are cleared. Accounts over 90 days past due will be turned over to collections.
- All fees are based on normal wear and tear and proper use only. Any cost incurred for excessive clean up or damage beyond normal wear and tear will be billed to the sponsoring organization.

With the exception of the Ballrooms and Theatre, the Lory Student Center bills you after your event. Any organization that will be paying with an IMO must have the IMO on file at the LSC Business Office at least 48 hours prior to the event. Any questions regarding the payment process or specific charges on an invoice should be directed to the Event Planning Office (491-0229).

## **Physical Arrangements**

The LSC staff can assist in planning the physical set-up for all events. Set-up and equipment needs should be requested at the time of reservations. The Event Planning Office should receive this information no later than 5 working days prior to the event. We will make every effort to honor late requests; however, this is not always possible due to equipment, staff and time limitations. If equipment is not available the customer will be notified.

## **Room Conditions & Times Available**

Meetings rooms will be available approximately 30 minutes before the scheduled event. Events are not scheduled back to back but with an hour "buffer" in between for our set-up crew to make necessary changes. The exception to this is the ballrooms which are reserved for a full day with at least 4 hours on either end for set-up and clean-up. If you need additional time on either end of your event for your own set-up or clean-up, please include that in the times you are requesting your reservation. Persons and organizations using the space they reserved are held responsible for leaving the room in the same condition in which it was found. Any need for adjustments in room arrangements, food orders etc. must be made through the Event Planning Office. During evenings and weekends, the catering staff or building manager can assist you with any adjustments you need.

## **Security**

In an effort by CSU Police Department and Lory Student Center to provide a secure environment for guests and patrons, certain events held at the Lory Student Center may require security [see Dances & Special Events]. The CSU Police Department has primary responsibility for securing campus events. It is the University/LSC policy for the client to contact CSU Police Department at 491-6425 and make the necessary arrangements.

## **Technical Services**

The LSC Technical Services Department is based in the Center Theater and is responsible for providing technical support for events throughout the Lory Student Center and the entire Colorado State University community. Contact: LSC Technical Services Coordinator; 970-491-1177; 970-491-6623 fax.