



Iliff School of Theology Event Rental Policy

Purpose

This policy outlines the guidelines for renting or reserving Iliff Event Spaces.

This event policy is deemed part of the **Iliff School of Theology Event Confirmation** and the **Iliff School of Theology Event Rental Agreement** as stipulated under **Part II, Section 24**. If you have any questions please contact **Jake Paron** at **(303) 765-3130** or jparon@iliff.edu

Event Application

- In order to reserve an Event Space at Iliff, the Event Application form is required to be filled out and can be found online at www.iliff.edu/rental/ under "Request Event."
- Reservation of any Event Space must be completed at least 7 days prior to the event.
- Upon completion of the form, the Event Sales & Hospitality Manager will send an event confirmation email to finalize the request for the space and add the event to the Internal Calendar.

Event Priority

- Priority 1: Academic Classes

Academic class scheduling will remain under the guidance of the registrar. An Event Application is not required for class scheduling and the classes and rooms will be listed on the Internal Calendar.

- Priority 2: Campus Wide Events & Executive Events

These events include, but are not limited to, Commencement, Honors Convocation, Gathering Days, Employee Meetings, etc. Any event requested by the President also falls under this category.

- Priority 3: Department, Institute, Student Organization Events

These events include those organized by Iliff Faculty, Staff, or Students that directly support the mission of Iliff and are available free of charge.

- Priority 4: Alumni & Rental Organizations Events

These events include those being rented out and paid for by Iliff Alumni or third-party organizations that are using Iliff Event Space(s).

Rental Agreement

- Any time an Event Space is being rented by a group, and/or involves an invoice related to an event for payment of Event Space, Labor, or Equipment, an Event Rental Agreement must be signed. This agreement will also be signed and approved by Iliff's Chief Financial Officer.

Iliff School of Theology Event Rental Policy

Event Guidelines and Regulations

1. All Renters must schedule a coordinating meeting with the Event Sales & Hospitality Manager in person or by phone/zoom at least seven (7) days prior to the start of the event. The purpose of this meeting is to establish time needed in the event space(s), equipment set-up, production (AV) requirements, labor needs, and other important information in order to ensure a successful event.
2. An Iliff staff member must be present in order for use of any event space on the Iliff School of Theology campus.
If the event takes place outside of normal Iliff building hours, the group must either staff someone from their organization, or pay for the staffing of an Iliff employee, at the front desk for any duration of the front doors being unlocked.
3. All tables and chairs will be set up prior to the event according to the room layout(s) agreed upon by both parties. The set up will be consistent with existing fire codes and any Iliff policies. The Renter is not allowed to move tables and chairs to different locations without prior approval from the Event Sales & Hospitality Manager.
4. The Renter must not allow a larger number of guests into the event than the space can safely accommodate. Each room is limited to the max occupancy listed in the Event Rental Pricing. Any additional seating added to an event space requires prior approval from the Event Sales & Hospitality Manager.
5. No tape may be used anywhere in the building. This includes, but is not limited to scotch tape, masking tape, duct tape, adhesive tape, glue tape, etc. If the Renter is interested in having anything displayed, they must get prior approval from the Event Sales & Hospitality Manager.
6. The following are a list of prohibited items that may not be used under any circumstance:
 - a. Water fountains, indoor pools, buckets of water, any large amount of water
 - b. Balloons, balls, Nerf projectiles, RC devices
 - c. Candles, sterno, anything with an open flame
 - d. Fog/smoke machines, e-cigarettes, vapes, any air-altering substance
 - e. Confetti, glitter, any items that are loosely scattered
7. Housekeeping charges may apply when events are beyond the scope of the third-shift custodial staff schedules and/or the event space(s) have been left in an undesirable condition.
In order to ensure extra charges are not applied, the Renter is responsible for:
 - a. Removal of trash/debris from all tables and/or cleaning of tables if necessary
 - b. Placing all trash in outside dumpsters
 - c. Cleaning the kitchen area(s) used
 - d. Not misusing the event equipment for anything other than their intended purpose

Iliff School of Theology Event Rental Policy

8. Certain event spaces have wood floors that need to be protected, and thus must follow these guidelines:
 - a. No smoking, fire, or pyrotechnics
 - b. All scenery must be freestanding (no nails, screws, hooks, etc.)
 - c. No food or drink allowed in the Iliff Chapel
 - d. All chairs/tables must be moved using wheels/dollies to prevent scratches
 - e. All instruments with rod stands must use a floor protector to prevent damage
9. All portions of the sidewalks, parking lots, entrances, passages, vestibules, halls, and access to public utilities must be kept unobstructed by the Renter and shall not be used for any other purpose than ingress and egress to and from the building.
10. No animals are allowed inside the building or event space(s). The only exception is for service dogs which are defined by ADA regulations as *“Dogs that are individually trained to do work or perform tasks for individuals with disabilities.”*
11. All scenery must be freestanding. No nails, screws, or hooks may be in use. No painting, carpentry, or other construction work may be done. All materials used in or around the event space(s) must be non-combustible.
12. No signs, banners, flags, bunting, streamers, etc. are to be attached to, or hung from any drape, screen, lights, or any building structure.
13. At the discretion of the Event Sales & Hospitality Manager, the Renter may be required to have security present at their event at the expense of the Renter. This will be coordinated prior to the event if applicable.
14. External rentals, private functions, and third-party events fall outside the scope of Iliff's official marketing and communication channels, per Iliff's Event Marketing Policy.

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