



## Iliff School of Theology Event Policy

### Purpose

This policy outlines the guidelines for reserving or renting **Event Spaces** on the Iliff School of Theology campus.

This **Event Policy** is incorporated into and forms 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*.

For questions or additional information, please contact **Jake Paron** at **(303) 765-3130** or [jparon@iliff.edu](mailto:jparon@iliff.edu)

### Event Priority

Event space is limited and requests are evaluated based on institutional priorities. Events that most directly support Iliff's academic mission and operations are given highest priority. Iliff reserves the right to approve, reschedule, or decline requests accordingly.

#### Priority 1: Academic Classes

- Academic class scheduling is managed by the Registrar.
- An Event Application is not required.
- Classes and assigned rooms will be listed on the Internal Calendar.

#### Priority 2: Campus Wide Events & Executive Events

- Includes, but is not limited to, Commencement, Honors Convocation, Gathering Days, employee meetings, and events requested by the Office of the President.

#### Priority 3: Department, Institute, Student Organization Events

- Events organized by Iliff faculty, staff, or students that directly support the mission of Iliff, and are available free of charge.

#### Priority 4: Alumni & Rental Organization Events

- Events hosted by Iliff alumni or third-party organizations that require rental of event space.

#### Priority 5: Additional Room Reservations

- Requests that do not fall within the categories above will be reviewed on a case-by-case basis.

# Iliff School of Theology Event Rental Policy

## Iliff Internal Events & Room Reservations (Priorities 2, 3, and 5)

- An **Event Application** must be submitted via [www.iliff.edu/rental/](http://www.iliff.edu/rental/) under “Request Event.”
- Applications must be submitted at least **seven (7) days** prior to the event date.
- Upon submission, the Event Sales & Hospitality Manager will issue an event confirmation email.
- A meeting may be scheduled to review event details prior to confirmation.
- Once confirmed, the event will be added to the Internal Calendar.

## Event Rentals (Priority 4)

- An **Event Application** must be submitted via [www.iliff.edu/rental/](http://www.iliff.edu/rental/) under “Request Event.”
- Applications must be submitted at least **thirty (30) days** prior to the event date.
- The Event Sales & Hospitality Manager will coordinate a site visit and/or consultation.
- A quote and event details will be provided following review.
- Upon acceptance, an **Invoice** and **Event Rental Agreement** will be issued.
- The Agreement must be signed by the Renter and Iliff’s Chief Financial Officer.
- The reservation is confirmed only after execution of the Agreement by both parties, and receipt of the required deposit.
- Once confirmed, the event will be added to the Internal Calendar.

## Event Guidelines and Regulations

These guidelines are intended to ensure safe and successful events. Violations may result in loss of future event privileges and financial responsibility for damages.

### General Requirements

- An Iliff staff member must be present during all events.
- Events outside normal building hours require a designated representative at the front desk or payment for Iliff staffing support.

### Marketing

- External rentals and private events are not included in Iliff’s official marketing channels, in accordance with the Event Marketing Policy.

### Setup and Capacity

- Room setup will be completed in advance according to the agreed layout and in compliance with fire code.
- Furniture may not be moved without prior approval.
- Attendance must not exceed posted room capacity.

### Security

- The Event Sales & Hospitality Manager reserves the right to require security personnel.
- All associated costs will be the responsibility of the Renter.
- Security arrangements will be coordinated in advance, if applicable.

# **Iliff School of Theology Event Rental Policy**

## Access and Safety

- All walkways, entrances, and exits must remain unobstructed.
- Animals are not permitted, except ADA-defined service dogs.

## Prohibited Items

- Open flames (including candles and sterno)
- Large quantities of water (including fountains, pools, buckets)
- Balloons, projectiles, or remote-controlled devices
- Fog/smoke machines, vaping devices, or air-altering substances
- Confetti, glitter, or similar materials
- Tapes and adhesives of any kind (all displays require prior approval)
- Food or drink in the Iliff Chapel

## Cleaning and Housekeeping

- Additional charges may apply if cleaning exceeds standard custodial services.
- To avoid charges, the Renter is responsible for clearing and cleaning tables, disposing of trash in designated dumpsters, cleaning any used kitchen areas, and using equipment only as intended.

## **Acknowledgement**

This Event Policy is intended to support a smooth and successful event experience. Submission of an Event Application indicates agreement to these guidelines.