

Student Organization Events

Have fun while making a difference



Event Submission Process



Student Org. Event Support Request form

with student engagement 8+ weeks before event

-Affiliated orgs. can also reach out to their responsible office.

COVID - 45+ In-person Form with final approval

Submit 8+ weeks before event

If requesting funds, fill out senate request funds form

Submit 6+ weeks before event

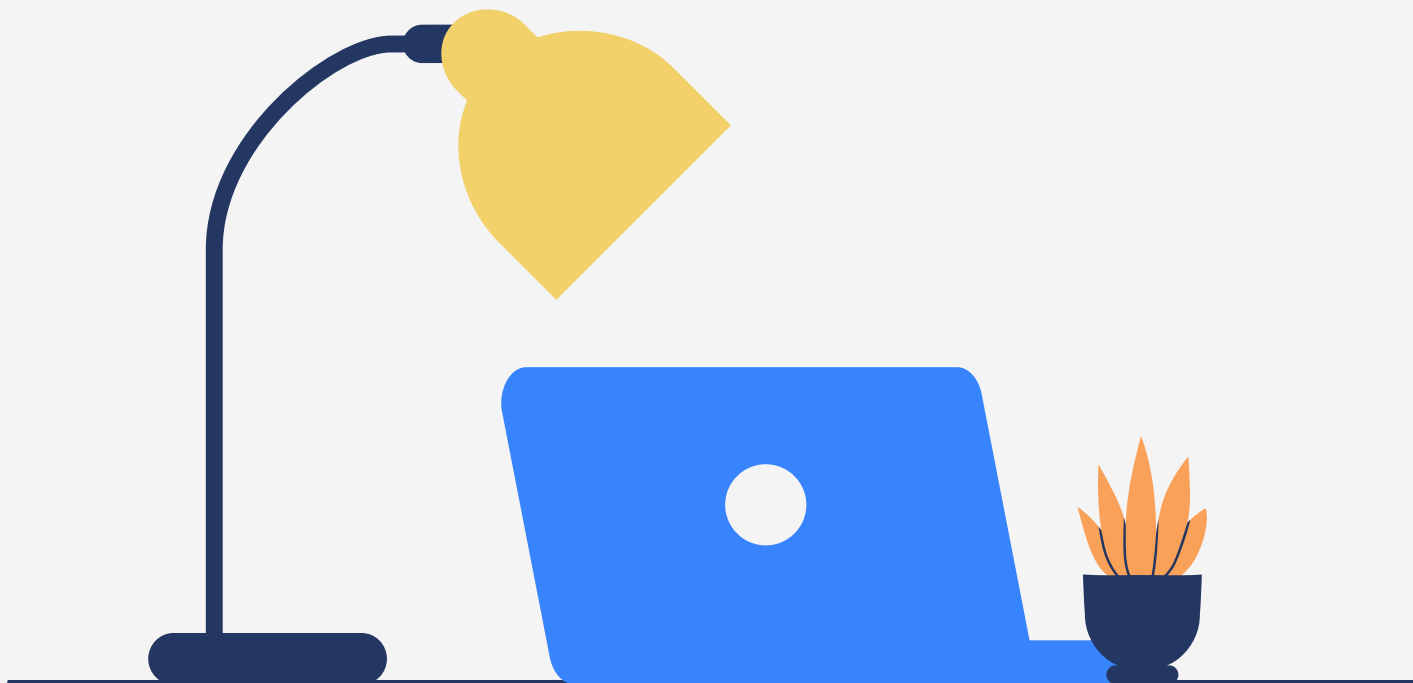
EMS Reservation approval

8+ weeks before event

Event Cancellation

-Reserving spaces and not using them takes away from other organizations who may also want to use the same space, therefore organizations must provide notice of cancellation to EMS system in reservation.

-Once an event has been canceled it cannot be reinstated without rescheduling.



Risk Management

- 01**
- All activities, whether university-sponsored or not, may require additional scrutiny and review to minimize risk and to ensure that appropriate measures are taken to shift, reduce, or insure acceptable risks.
 - All of these resources are available to you.

02 For more information on the following click the link in additional resources.

- On-campus activities
- Off-campus activities
- Events with Alcohol
- Special Event Insurance
- Film, photo and video approval
- Camp activities
- Certifications of Insurance
- General Waivers and Consent



University Counsel

The legal issues confronting the campuses are complex and diverse and are dictated by the dynamic environment of an academic health sciences center and an urban comprehensive undergraduate and graduate research university.

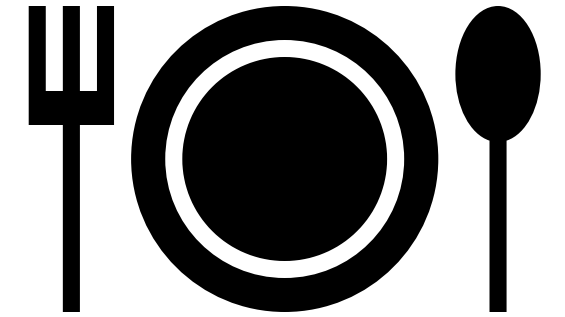
-For more information on the Office of University Counsel, please visit the University of Colorado System website,

<https://www.ucdenver.edu/legal/university-counsel>

(303) 724-8954 Main



Food

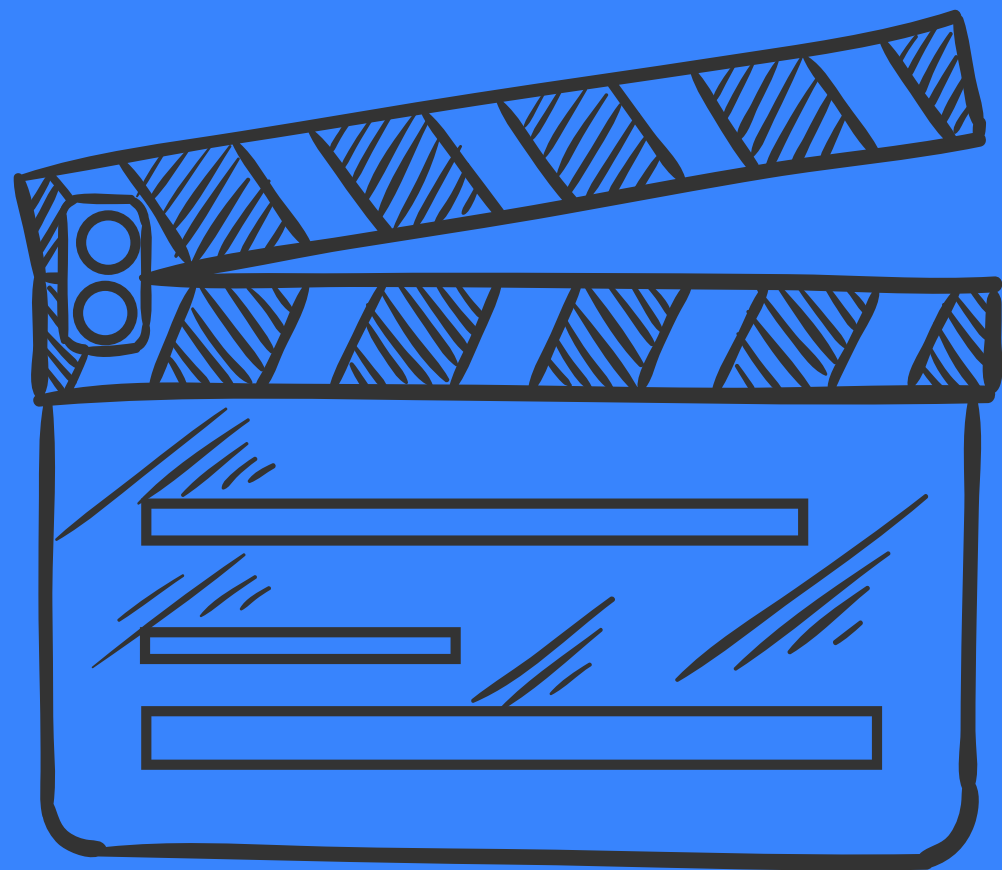


Student organizations must abide by the following guidelines for food service and catering:

- Any catering request must be approved by your Responsible office via written approval for payment.
- The food must be prepared at their location and brought to your event to be served at proper temperatures.
- Individually wrapped prepackaged food is allowed to be distributed at events.
- To protect the health and well-being of the students, employees and guests, no student may cook or prepare food for events. There are no exceptions to this policy.

Any violations of this policy may result in disciplinary action.

Movies, Films, and TV Programs



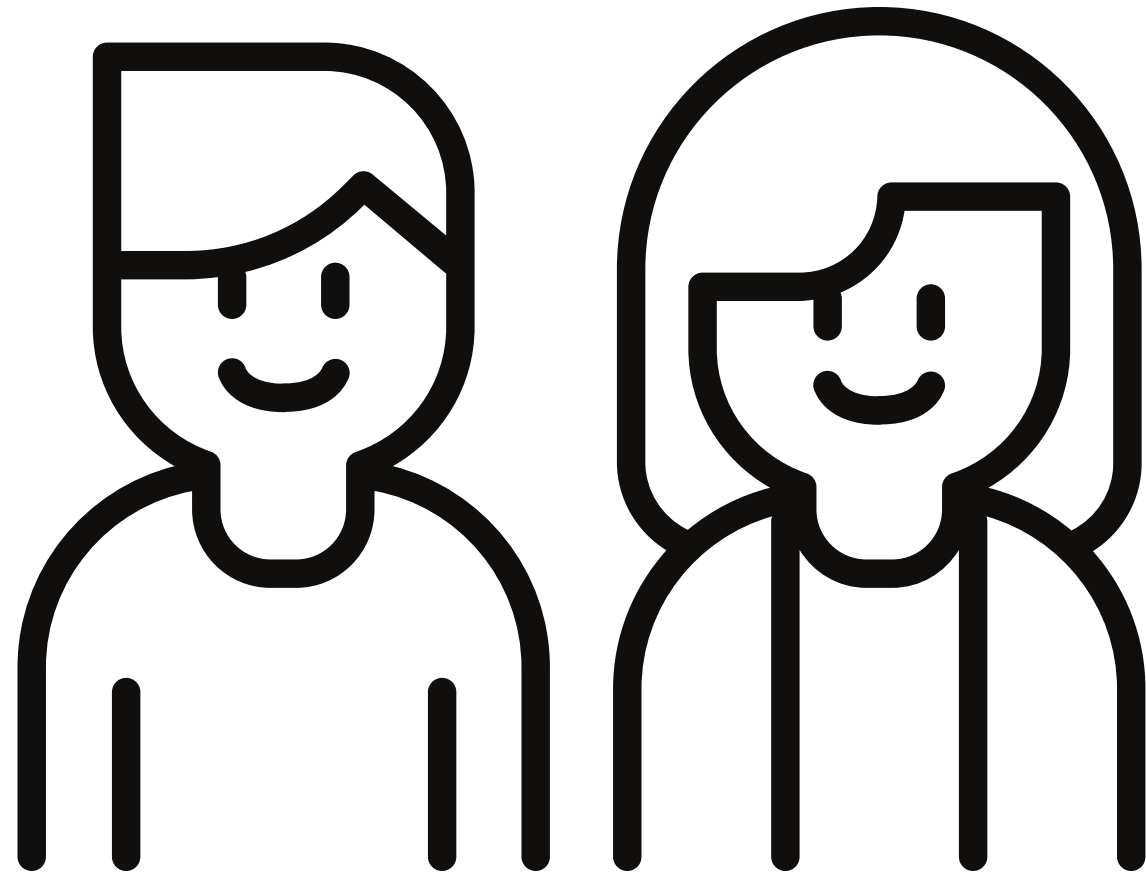
To use a movie or other copyrighted material, you must obtain permission from the copyright owner to publicly show.

- Copyright infringement is a serious offense under the law, and is also the equivalent of stealing from a film distributor

- You can buy the rights to a movie through the company SWANK.com.

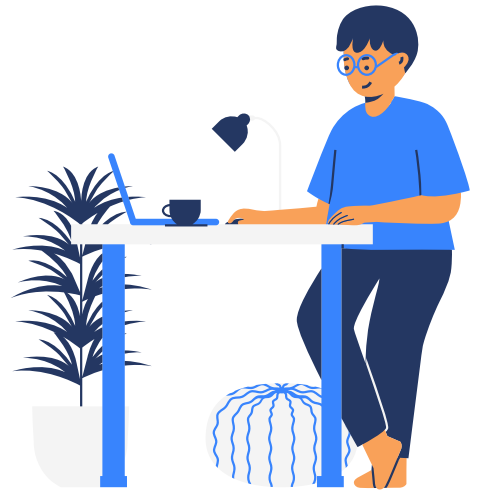
- You can also rent outdoor movie equipment from Student Engagement. Fill out the equipment rental form in the additional resources module.

Guests



- -The organization hosting the event/activity is responsible for the behavior of any outside guests, including Alumni.
- Be mindful that most university buildings operate on a card-access system which will not allow persons to enter the building unless they are part of the CU Anschutz community.
- Therefore, a member from the organization is required to be stationed at the event/activity entrance to assist with admittance into the building for the event/activity.
- All guests must leave campus facilities immediately upon the conclusion of the event.
- Groups may be required to pay for an arranged security detail in which CU Anschutz security officers are monitoring all event entrances. Request for security in the EMS reservation.

Contracts



A contract can be verbal or written, and they can be called different things, such as agreements, memorandums of understanding, terms and conditions, etc. so it is important to consider the following guidelines:

- All contracts must be submitted to your Responsible Party for review and processing.
 - No student or advisor may sign a contract that binds the university. Signing a contract or entering an agreement that legally binds the University is a violation of the University's Contract Policy. Anyone who signs a contract or enters into an agreement becomes legally liable for that agreement, including payment. If you have any questions concerning contracts, please contact your Responsible Party.
 - All contracts must be submitted 2 weeks in advance of the required date. The more detailed the contract, the longer the process could take. Please plan ahead!
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Fundraisers



- Recognized student organizations are allowed to conduct fundraising activities on campus.
- All fundraising activities, including printed materials soliciting donations for the benefit of the student organization, must be reviewed and approved by your Responsible Office.
- Student organizations are strictly prohibited from securing a raffle license as a fund-raising activity.
- Examples of fundraising activities include the collection of gifts or money through contributions or donations, sale or auction of merchandise or services, collection of registration or sponsorship fees, imposition of admission charges or registration fees, and/or membership fees.

Our Social Media

- Advertise your events with US!
- Stay up to date on opportunities
- Learn about your peers and faculty
- Win prizes and swag
- Submit your news/events to be posted!

IG:

@cu_anschultzstudentaffairs

