



Campus Administrative Policy

Policy Title: Facilities Use by External Entities

Policy Number: 3036A

Functional Area: General Administration

Effective: October 1, 2024

Approved by: Executive Vice Chancellor for Administration and Finance, CU
Anschutz

Applies to: CU Anschutz

A. INTRODUCTION

1. Purpose

The Facilities and Outdoor Spaces of the University of Colorado Anschutz Medical Campus (university) are primarily for use by its students and university units – not individuals – for activities and programs that are directly related to the university’s basic educational, research, clinical, cultural, recreational, and on-campus organizational allowable activities. To ensure availability of space for these critical functions, external use is limited.

Conferences and meetings for external associations, societies, and organizations that are neither University of Colorado entities nor formal affiliates are advised to consider off-campus venues as the first option – regardless of membership, involvement or leadership of said associations, societies and organization by members of the university community. Only in rare special circumstances, when the value to the university can be clearly identified and the availability of campus resources to support the event on the date(s) in question is confirmed, will [applications for external entity events](#) be approved by the Executive Vice Chancellor for Administration and Finance (EVCAF).

The use of university Facilities and Outdoor Spaces by External Entities shall be as otherwise authorized herein or by other university policy or procedure.

This policy is one policy within a suite of policies regarding campus space (listed on page 10). The purpose of this policy is to set forth the appropriateness and priority use of university space, equipment, and services by External Entities. Furthermore, the policy specifies the process for requesting and obtaining approval for such use and the conditions and limitations of use.

2. Applicability

This policy governs any use of any university Facility or Outdoor Space by External Entities, including Special Use Facilities or Outdoor Spaces, **except for** the following:

- a. Regularly scheduled classes, lectures or lab use that is scheduled through the university's classroom scheduling process.
- b. Use in accordance with a lease or license granted by the university.
- c. Use pursuant to a contract with the university. No contract may authorize a use prohibited by this policy.

This policy applies to all External Entities, unless expressly provided above. Final determination as to the applicability of this policy to a particular use by an External Entity shall be determined by the Executive Vice Chancellor for Administration and Finance for CU Anschutz.

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C. DEFINITIONS

Academic Event means use of a Facility or Outdoor space for teaching and/or instructional programs for university credit or for research by university faculty.

Affiliate indicates that an External Entity has a formal relationship with the university documented with an affiliation agreement. Affiliated institutions include: Children's Hospital Colorado, UCHHealth, Rocky Mountain VA Medical Center (VAMC), Denver Health, National Jewish, Fitzsimons Innovation Community administration, and CU Medicine. Other University of Colorado campuses and the CU System Office are also considered affiliates.

Affiliation Agreement is a written agreement between the university and an External Entity that formalizes a programmatic relationship of mutual benefit related to the

mission of education, research, public service, and patient care. The agreement must be approved and signed by the university Chancellor.

Commercial means occupied with or engaged in commerce or work intended for commerce. This includes activity by a non-profit entity and any exchange, barter, purchase or sale of goods or services, whether direct or indirect.

Co-sponsor means a university school, college, department, or administrative unit that certifies the usage of space by an External Entity relates to the mission of the university and hosting the event on campus is critical to the objectives of that unit. Recognized student organizations that wish to host an event with an External Entity must enlist a university school, college, department, or administrative unit to serve as a Co-sponsor, with the internal unit assuming responsibility for the event. When a school, college, department, or administrative unit is unable to serve as the internal Co-Sponsor, student organizations must work with the Office of Student Affairs to receive approval and guidance.

The Co-sponsor's representative is required to schedule, plan and execute the event and act as the responsible party ensuring appropriate oversight for the duration of the event. The Co-sponsor acts as the designated liaison to all supporting university resource departments. Affiliated organizations may not be a Co-sponsor.

EMS means the university's space management tool.

Event means pre-arranged use of a Facility or Outdoor Space for a specified period. This includes, but is not limited to, demonstrations, parades, marches, or other gatherings.

External Entities are organizations, individuals, or groups of people that are not part of the University of Colorado or its campus affiliates. Examples include but are not limited to private citizens, private or public companies, nonprofit organizations, professional associations, governmental entities, and independent student organizations.

Facility means a building or space within a building. Facility does not include any attached terrace, patio, courtyard, or plaza.

Facilities Scheduler means the department that schedules and maintains a room or space for use.

Fee for Use is the charge to the External Entity for utilization of the university's facilities, space, and or services. Fee for service may include sales taxes when applicable.

Full Service means that all of the goods, services and space offered by a campus operation are available to an External Entity.

High Impact Event is an event that utilizes large or numerous areas of campus, is bringing or likely to bring a significant number of external visitors to campus (>250), or any event that is likely to impact university operations because of safety/security concerns or significant media presence. For example: visits by political candidates, elected officials, controversial speakers, course events, large ceremonies/celebrations, or a conference that utilizes numerous classrooms or spaces.

High Impact Events Committee is made up of various university Departmental stakeholders who review proposed Events for compliance with laws, university policies and codes, the safety of event attendees and to protect the Facilities and

Outdoor Spaces and the constituents of the university. The High Impact Events Committee is a standing committee established by and responsible to the Chancellor of CU Anschutz.

Limited Service means that there are restrictions on the goods, services and space offered by a campus operation to an External Entity.

Minors are individuals under the age of 18.

Non-Academic Event means use of a Facility or Outdoor Space other than for teaching and/or an instructional program for university credit or for research by university faculty. This includes a conference or educational event sponsored by a university department, school, or college.

Organizer means both the Co-Sponsor and the third party or entity seeking to schedule the Event.

Outdoor Space means all outdoor university property that is not a Facility, including but not limited to, sidewalks, kiosks, railings, walls, light poles, trees, fences, benches, bridges, bodies of water, underpasses, streets, plazas, fields, parking lots, patios, courtyard or terraces and any associated furniture.

Overnight means between the hours of 11:00pm and 5:00am.

Posting means placing a sign, banner, flier, poster, announcement, or other type of document or material on any wall, door, kiosk, bulletin board, or other surface.

Private Gain is monetary or nonmonetary remuneration that is a benefit to an individual or outside entity rather than to the university.

Tabling means setting up a table or positioning a representative in a high-traffic area for the purpose of providing information, giving away promotional items, or engaging in commercial activity.

University department means a University of Colorado Anschutz Medical Campus school, college, department, division, institute, center, or administrative unit.

D. POLICY PROVISIONS

1. Mission

Facilities and services available at the university exist for the purpose of supporting the campus mission of education, research, and clinical care. The use of university facilities or services by External Entities may be provided on a limited basis subject to the criteria specified in this policy. External use will always be secondary to the primary campus mission and in conformance with Federal, State, university and Regent statutes, rules and regulations. Use of Facilities or services may be denied if the contemplated use is in conflict with the campus mission.

2. Fee for Use

A rental fee for use of university facilities, space, and/or services shall be charged to all External Entities (see [Schedule of Rental Rates](#)). Co-sponsorship of an activity by a university department does not change the obligation of an External Entity to pay a rental fee for use of university facilities except as specifically provided for by written contract. The Finance Office will set rates for the reimbursement for the use of facilities that include a mandatory cleaning fee and applicable sales taxes. Revenues derived as a result of a contract (the Rental

Agreement attached at Exhibit A) will defray the university's facilities costs. The Finance Office will determine the appropriate cost center to be reimbursed. The rental fee does not include setup, audio-visual, parking, security, catering, and other costs associated with the Event; these costs remain the responsibility of the External Entity. If the External Entity does not fulfill these costs, it is the responsibility of the Co-sponsor to pay all event fees.

3. Priority

Facilities and Outdoor Spaces shall be scheduled according to the following priorities:

- a. First Priority: Use of classrooms, laboratories, and other Facilities for teaching and instructional programs for university credit or for research by university faculty (Academic Event). Scheduling follows set timelines to ensure these internal needs are met first.
- b. Second Priority: Use by university departments for university activities other than classes for credit, including, but not limited to, administration, scholarship, university fund-raising, mandatory training, outreach and development. Colleges, schools, and departments shall limit the sponsorship of non-academic activities to programs directly related to the unit mission.
- c. Third Priority: Use by an organization recognized as a student organization by the university and that is in good standing at the time of scheduling the Event and also on the date(s) of the Event.
- d. Fourth Priority: Entities conducting educational or research programs that have a current affiliation with the university.
- e. Fifth Priority: All other non-university uses, subject to availability of space and resources, and other requirements of this policy.
- f. Scheduled use has priority over unscheduled use.

External Entities' use of Facilities or Outdoor Space will not be given priority over real or potential university needs or be allowed to interfere with university functions or activities.

4. Procedures for External Entities to Schedule University Facilities and Outdoor Space

Non-university entities seeking to use Anschutz Medical Campus facilities must have a university Co-sponsor. The Co-sponsor is responsible for submitting a reservation request in EMS and completing the Application for Approval for an External Entity Event in Campus Facilities.

The reservation request will be placed in Tentative Status in EMS. If the application is approved, a contract will be issued to the Co-sponsor to be completed by the Co-sponsor and the External Entity within 60 days, but no later than three weeks prior to the event. A valid certificate of insurance must be provided no later than three weeks prior to the event date to avoid cancellation of the reservation.

Once the contract is signed by University Events, the reservation will be confirmed and the Co-sponsor is able to request resources in EMS.

5. Conditions of Use

- a. University Facilities and Outdoor Spaces may not be used in any manner that makes it appear, whether expressly or implicitly, that the university is endorsing a partisan, political, sectarian, or religious position. Visits by holders of elected office when related to the university's mission and debates/forums representing multiple points of view are permitted as space is available.
- b. Colorado state law precludes the expenditure of university resources for the purpose of endorsing a particular candidate, referred measure, or ballot initiative. Therefore, if university Facilities are individually approved for activity related to campaigns involving the nomination, retention, or election of any person to any public office or involving an initiative or referred measure, the political group or candidate must reimburse the university for all expenses associated with the use of the university's Facilities, including indirect overhead expense. A contract specifically written for this purpose is required and shall be reviewed and approved in advance of the Political Activity by the Office of University Counsel.
- c. Conformance with the donor's intent and as applicable to university missions will be required for the use of any Facilities, Space, and Outdoor Space acquired as a result of a gift.
- d. An External Entity will be required to assume total responsibility for any potential risks and liability associated with their use of university Facilities and Outdoor Space.
- e. Adherence to this policy by the External Entity and/or Co-sponsor during any previous use of Facilities or services.

6. Rental Agreement

Any External Entity wishing to use Facilities or Outdoor Space governed by this policy shall enter into a [Facilities Use Contract \(Exhibit A\)](#).

7. Alcoholic Beverages

No alcoholic beverages may be served or consumed on university premises except at an approved event. Alcohol use is governed by Campus Administrative Policy 3050, *Alcohol Service*, and the CU Administrative Policy Statement (APS) 4018, *Alcoholic Beverages Purchased for University Events* and related procedural statements.

8. Expressive Activities

All events, rallies, assemblies, demonstrations, and expressive activities must be conducted pursuant to Campus Administrative Policy 3018, *Expressive Activities*. These requirements apply to all means of expressive activity on university property.

9. Course Events

Course Events (events involving a Walk/Run/Ride/Race on the campus) may only be held on a Saturday or Sunday morning to minimize disruption to the regular activities at the CU Anschutz Medical Campus.

Course events conducted by External Entities must adhere to the policies for other External Entity events. Due to the additional planning needs for these events, requests must be submitted no fewer than sixty (60 days) prior to the event and the Co-sponsor is required to coordinate with CU Anschutz Event Services regarding the route, logistics, and guidelines for volunteers, signage, waivers, clean-up, etc.

The requested course route must be approved by Risk Management, Facilities, and Emergency Management/University Police.

10. Animals

Animals on university property are governed by the Campus Administrative Policy 3051, *Animals on Campus*, including the use of Service Animals and Service Animals in Training.

11. Camping

Camping is prohibited in any Facility, Outdoor Space, or any Space on university property.

12. Canvassing and Commercial Solicitation

Canvassing and Commercial Solicitation are permitted only in accordance with Campus Administrative Policy 3018, *Expressive Activities*.

13. Filming

All internally and externally sourced filming must be permitted in advance. Film permit requests are submitted via EMS.

14. Minors

An Event involving minors (individuals under the age of 18) requires the External Entity to notify the Co-sponsor and the university of their involvement and requires the External Entity to take additional responsibility for and consideration of the supervision and safety of minors. Certain programs involving minors also require adherence to University and Campus Administrative Policy 3001, *Child Protection Policy*. Questions regarding minors should be directed to university Risk Management (urmucddirs@cu.edu).

15. Specifically Prohibited Uses

The following uses of university Facilities and Outdoor Space are prohibited:

- a. Any use that does not comply with this policy; that violates federal, state, or applicable local law, regulation or ordinance; or that violates any Regent Law or other university policy or procedure.
- b. Any use that creates an unmanageable conflict of interest for the university

or its personnel. Any use in a manner that materially and substantially disrupts the university teaching, research, administrative, and/or service activities. Illustrative but not definitive of such kinds of disruption are the following:

- 1) Violence or incitement to imminent violence.
 - 2) Damage to property.
 - 3) Persistent noise at a level materially and substantially disruptive of academic activities, university operations, or other activities on campus (e.g. classes, research, administrative business, study).
 - 4) Obstructing the entrance/exit to any Facility or Outdoor Space or unduly disrupting the free movement of vehicular or pedestrian traffic along or through any campus sidewalk, walkway, street, or alley.
- c. Climbing or rappelling on the exterior of any Facility or on any crane or other construction equipment, including, but not limited to, activities commonly referred to as "buildering."
 - d. Launching a rocket, flying model aircraft, or flying an Unmanned Aircraft System (UAS or drone) unless the activity is part of an Event, and the use has been approved by the Executive Vice Chancellor for Administration and Finance for CU Anschutz (See Campus Administrative Policy 3055, *Operation of Unmanned Aircraft Systems (UAS)*).
 - e. Any use that presents an unreasonable risk of injury or damage to person or property.

E. USE OF FACILITIES BY AN EXTERNAL ENTITY

1. One Time Use of Facilities

Subject to the Policy Provisions set forth in Section D above, External Entities may schedule Facilities or Outdoor Space at the university provided that all campus commitments for space have been met and there is a university Co-sponsor. University property may not be used for commercial, personal or private financial gain or for commercial advertising. University property may be used for fundraising only if it is related to the university's mission. Additionally, space may only be reserved by an External Entity for an event to which admission will be charged if it can be shown that the activity supports the mission of the university (e.g. educational or research enhancement with the involvement of faculty and or students). If the External Entity fails to pay for any fees or other charges associated with a proposed Event (e.g. room rental, housekeeping, set-up, audio-visual, security, parking, or the cost of repairing any damages that occur during the event), the Co-sponsor will be responsible for the charges.

2. Continuous or Ongoing Use of Facilities

The use of university Facilities and Outdoor Space by an External Entity for a continuous, ongoing or extended period requires that the entity maintain a

formalized, contractual relationship with the university. These are rare situations. The provisions for the continuous or extended use of university Facilities and Outdoor Space should be specified in the written affiliation agreement with the university (see Campus Administrative Policy 2035, *Signature Authority*, that specifies who may execute contracts on behalf of the university). Continuous, ongoing or extended use is any use request beyond three (3) consecutive events.

3. Vendor Use of Facilities for the Purpose of Providing Benefits to the university.

It is recognized that vendors may provide information and services that are a direct benefit to the employees and students of the university. Subject to the principles set forth in Section D above, vendors may use university Facilities and Outdoor Space for the purpose of providing benefits to university employees or students – when part of a Co-sponsored event – provided that such use of Facilities and Outdoor Space is sporadic and not ongoing. Tabling by external entities, as defined in Section C, is not permitted. Per Procurement rules, vendor shows also require approval by the Procurement Service Center.

F. PROVISIONS FOR USE OF THE OFFICE OF LABORATORY ANIMAL RESOURCES

1. General Requirements –External entities requesting use of the university’s animal care facilities must be able to establish that the use of the facility is consistent with one or more of the university’s missions of education, research, or clinical care. All use of animals for research purposes is subject to final review and approval by the university’s Industry Review Committee and the Institutional Care and Use Committee (“IACUC”).
2. All requests for use of university animal care facilities by an External Entity must be initiated through the university IACUC Office.
3. Upon IACUC approval, a contract will be executed between the External Entity and the university through the Office of Grants and Contracts or the Finance Office.

G. USE OF UNIVERSITY SERVICES BY EXTERNAL ENTITIES

1. Other Services. If the External Entity is in need of services for the event, the Co-sponsor is responsible for making all arrangements and working with campus support units. Most services, including audio visual, housekeeping, parking, etc. are requested in EMS and require a university account.

H. PROCEDURES

Performed By:	Action:
Co-sponsor	<ol style="list-style-type: none"> 1. Use EMS to determine space availability. 2. If desired space is available and the External Entity is eligible to use facilities, submit a reservation request in EMS. 3. Upon receipt of the Facilities Use Contract template (Exhibit A), enter information about the co-sponsoring unit and unit approval and then send it to the external entity for completion. 4. Route the completed forms to CU Anschutz Event Services.
University Events	<ol style="list-style-type: none"> 5. Review contract for completeness. 6. Request Co-sponsor to rectify any deficiencies. 7. If Event is considered a High Impact Event, send to High Impact Event Review Committee for review and approval. 8. Sign contract and return copy to Co-sponsor and External Entity. 9. Instruct Co-sponsor to utilize EMS to request the appropriate ancillary services; (i.e., Facilities setup, housekeeping, parking, building access, AV technology, security).
Co-sponsor	<ol style="list-style-type: none"> 10. Add any required ancillary services to EMS reservation. Contact all appropriate service departments directly, if necessary. 11. Collect evidence of External Entity insurance and waivers, as needed, as required in the Facilities Use Contract.
University Events	<ol style="list-style-type: none"> 12. Confirm receipt of valid certificate of insurance at least three weeks prior to event. 13. Bill External Entity for facility usage. If not paid within 30 days, notify Co-sponsor of speedtype charge.

Notes

1. History

- May 1, 2012: Adopted/Approved by Executive Vice Chancellor for Administration and Finance
- September 1, 2017: Revised
- October 2, 2018: Legal review conducted to ensure compliance with newly updated Regents Article 1.E./Policy 1.D, Freedom of Expression.
- October 1, 2024: Policy 3036 was recast into separate policies for Denver (3036D) and Anschutz (3036A).

2. Cross References/Appendix:

- [Campus Administrative Policy 3035, Facilities Use by Employees and Students](#)
- CRS 24-113-101 Legislative Declaration – Government Competition

- CRS 24-113-104 Competition with Private Enterprise by Institutions of Higher Education - Rules
- CRS 23-20-123 Rents of Charges for Buildings and Facilities for Research
- CRS 1-45-101 *et seq.*, Colorado Fair Campaign Practices Act
- [Regent Law, Article 1.E/Regent Policy 1.D, Freedom of Expression](#)
- [CU Administrative Policy Statement 2006, Retention of University Records](#)
- [CU Administrative Policy Statement 4018, Alcoholic Beverages Purchased for University Events](#)
- [Campus Administrative Policy 3050, Alcohol Service](#)
- [CU Administrative Policy Statement 7001, Insurance and Indemnification Requirements for Use of Facilities by Non-University Groups](#)
- [CU Administrative Policy Statement 7009, Protection of Children Participating in University -Run and University-Contracted Programs for Children](#)
- [Campus Administrative Policy 3001, Child Protection Policy](#)
- [Campus Administrative Policy 2035, Signature Authority](#)
- [Campus Administrative Policy 3018, Expressive Activities](#)
- [Campus Administrative Policy 3051, Animals on Campus](#)
- [Campus Administrative Policy 3055, Operation of Unmanned Aircraft Systems \(UAS\)](#)
- Anschutz Medical Campus High Impact Event Committee Guidelines
- [Exhibit A: Contract for Facility Use by an External Entity](#)
- [Facility Rental Rates](#)

3. Responsible Office:

- Executive Vice Chancellor for Administration and Finance | CFO, University of Colorado Anschutz Medical Campus