

MEMORANDUM – Updated January 2025

To:

From: SEEC Director of Finance and Operations

RE: SEEC/SEEL Usage Guidelines for Publicly Available Spaces

Cc:

The purpose of this memo is to provide guidelines for the use of common space within and surrounding the Sustainability, Energy and Environment Community (SEEC) and Sustainability, Energy and Environment Laboratory (SEEL) buildings and ensure availability of resources and clarify accountability of resource treatment. This memo addresses all common rooms in SEEC and SEEL, communal areas such as the SEEC atriums and café, as well as any external spaces including the rooftop terrace, patio, courtyard and lawn areas.

In order to ensure spaces are in good working order and resources are allocated equitably, reservation priority and rates are determined based on the table below. Persons deemed to have an affiliation with the University are, in most cases, current and former faculty, current staff members, and current students. Status of affiliation with the University and the application or waiver of fees will be determined by the SEEC Director of Finance and Operations or their designee. It is recommended that groups outside of SEEC/SEEL contact the SEEC Director of Finance and Operations to determine if a waiver/reduction of fees is available. The following table outlines the criteria for association with the University and the corresponding rate structure.

GROUP*	ALIGNED WITH SEEC MISSION	TENANT	FOR PROFIT	RATE
UNIVERSITY	YES	YES	NO	FREE
UNIVERSITY	YES	NO	NO	REDUCED**
UNIVERSITY	NO	NO	NO	REDUCED
EXTERNAL	YES	N/A	NO	REDUCED**
EXTERNAL	YES	YES	YES	REDUCED
EXTERNAL	N/A	NO	YES	FULL

* Student groups and clubs registered with the Center for Student Involvement (CSI) are not considered University entities and are subject to room fees at a reduced rate. Please refer to your CSI handbook.

Student groups can request funding from the Center for Student Involvement to cover rental rates.

<https://www.colorado.edu/involvement/student-organizations/funding>

**Approved waiver necessary to override fee

SEEC ROOM USAGE

The following section explains appropriate use, reservation method, and any applicable fees for usage of designated SEEC/SEEL spaces. The SEEC Administrative staff will provide parties who wish to reserve spaces with the necessary information to meet University requirements and regulations.

The CU entity (department/institute/program etc.) hosting an event is responsible to ensure usage meets policies laid out in the Campus Use of University Facilities

<https://www.colorado.edu/compliance/policies/campus-use-university-facilities>

Student Groups may request funding to cover space rentals from the Center for Student Involvement. <https://www.colorado.edu/involvement/student-organizations/funding>

SEEC CONFERENCE ROOMS AND CLASSROOM – The term “conference room” refers to all rooms within SEEC/SEEL labeled as common conference rooms and “classroom” refers to all rooms labeled as classrooms. All current faculty, staff and students affiliated with SEEC will be able to schedule conference rooms reserved only for building occupants (these rooms are not included in this memorandum) via the online system (EMS) on a first come first served basis. The rooms listed below are available to building occupants as well as the University and external (non-university) entities. The SEEC Director of Finance and Operations or their designee reserve the right to prioritize space use. All spaces listed below as well as classrooms must be scheduled through EMS or SEEC staff.

Room: SEEC Auditorium C120 (max capacity 412)*

RATE	FIRST TWO HOURS	ADDITIONAL HOURS
FULL	\$800	\$150
REDUCED	\$500	\$100

*All Tenant use of C120 subject to \$100/day facilities fee

Room: The Sievers Faculty Meeting Room S228 (max seating capacity 50)

RATE	FIRST TWO HOURS	ADDITIONAL HOURS
FULL	\$300	\$150
REDUCED	\$175	\$75

Room: Classrooms: N124, N125, N126, N128, N129, S125 (max capacities 65, 40, 32, 60, 30, 30 respectively)

RATE	FIRST TWO HOURS	ADDITIONAL HOURS
FULL	\$200	\$100
REDUCED	\$125	\$50

Room: SEEC N149 (max capacity 16), S127 (max capacity 24), S149 (max capacity 20), N224 (max capacity 40), S225 (max capacity 30), S249 (max capacity 20), S290F (max capacity 16) and classroom C315 (max capacity 16)

RATE	FIRST TWO HOURS	ADDITIONAL HOURS
FULL	\$125	\$50
REDUCED	\$75	\$20

Room: All other SEEC conference rooms: S124 (max capacity 16), S140 (max capacity 10), S188 (max capacity 12), C222 (max capacity 6), S216 (max capacity 20), S221 (max capacity 10), S240

RATE	FIRST TWO HOURS	ADDITIONAL HOURS
FULL	\$100	\$25
REDUCED	\$50	\$10

SEEC COMMUNAL AREA: SEEC café (max capacity 90)*, 2nd story Rooftop Terrace (max capacity 150), West Entrance Patio (max capacity 150), Courtyard (max capacity 200)

RATE	FIRST TWO HOURS	ADDITIONAL HOURS
FULL	\$300	\$75
REDUCED	\$150	\$50

*café can only be reserved outside of café normal operating hours

NOTES:

A \$100/day/room deposit is required before a room use request can be approved when room fees are applicable. Deposits are refundable with a written 30 day cancellation notice prior to the event start date.

The SEEC building is open during campus operating hours. <https://www.colorado.edu/fm/campus-building-access>

All events outside of normal operating hours must be scheduled through SEEC administrative staff and be approved by campus.

Event parking must be obtained through Parking and Transportation Services:

<https://www.colorado.edu/pts/special-events>

Any event with alcohol must follow ALL campus alcohol policies and provide the SEEC Director of Finance and Operations a copy of the approved alcohol form for that event:

<https://www.colorado.edu/eventsplanning/event-alcohol-authorization-form>

User Rules and Responsibilities:

- The CU entity (department/institute/program etc.) hosting an event is responsible for the space, furniture and AV. If damages are incurred during the event, the CU entity is responsible for repairs or replacement.
- Do not tape signage to any doors, walls or windows
- Return furniture its original configuration
- Do not remove any furniture from its designated room; you will be charged for replacements if any furniture is missing
- Report any AV issues or broken furniture to SEEC administrative staff
- Turn off all displays
- Turn off all projectors
- Wipe down the tables and chairs if you serve food during your event/meeting
- Immediately clean up all spills and report the spill to SEEC staff for proper follow up cleaning to prevent staining
- Do not overfill trash/recycling receptacles. Take all pizza boxes and any full trash/recycling bags to the SEEC loading dock. Do not leave any trash bags in the hallways or lobby areas.
- If you used a caterer, you must supervise their pick up and ensure the area is properly cleaned. Do not count on your caterer to be your clean up crew
- Turn off lights and make sure all doors are closed when you leave.

*Failure to abide by these rules and responsibilities will result in a minimum charge of \$100 to your department or program, up to the full cost of replacement of missing items or any additional cleaning that is needed.