



Conference Center Reservation Form

Please review the attached Conference Center Procedures & Guidelines, and complete ALL SECTIONS of this form to book Conference Center rooms 103 or 104. Incomplete requests will NOT be booked. Contact the Help Desk (303-866-4357) with questions.

Agency/Department
 Contact name:
 Contact e-mail:

Division:
 Phone number:

Requested date:

RATES			
	Room 103	Room 104	Full Conference Center
HALF-DAY	\$50	\$50	\$100
FULL-DAY	\$100	\$100	\$200

Space requested: Room 103 (capacity: classroom-style: 42; theater-style: 56) Room 104 (capacity: classroom-style: 42 ; theater-style: 70)
 Full Conference Center (capacity: classroom-style: 84; theater style: 132)

Collapsible center wall OPEN: YES NO

HALF-DAY AM (7:00 AM - 12:00 PM) FULL-DAY (7:00 AM - 5:00 PM)
 PM (12:30 PM - 5:00 PM)

Event start time: _____ Event end time: _____
**NOTE: event times that span both AM and PM times listed above will be charged the FULL-DAY rate, i.e.: a meeting held from 9:00 AM to 2:00 PM will be charged at the FULL-DAY rate*

Audio-visual kit (see Rules for contents): YES NO

Kitchen (available for catered events ONLY): YES NO

Catering company name:
 Caterer contact name and phone number:

BILLING

FUND	DEPT	UNIT	APPR UNIT	OBJECT	ACTIVITY	FUNCTION	BSA	PROGRAM	PHASE	PROG. PER.

FOR CCF USE ONLY

Date Received: _____

Date Billed: _____



Conference Center *Procedures & Guidelines*

The Department of Personnel & Administration (DPA), Division of Central Services, Capitol Complex Facilities (CCF) is responsible for the management, maintenance and administration—including the establishment of rules, policies, rental fees and charges—regarding the Conference Center located in the State Services Building, 1525 Sherman Street, first floor.

1. DEFINITIONS

- 1.1. “Conference Center” means the conference and meeting facilities located on the first floor of 1525 Sherman Street, including the reception area, two conference rooms (rooms 103 and 104), kitchen facility and storage area, and all equipment provided by Capitol Complex Facilities (CCF).
- 1.2. “Coordinator” means any agency contact who is responsible for booking conference/meeting space
- 1.3. “Help Desk” means the Capitol Complex Facilities Help Desk line at 303-866-4357.
- 1.4. “Reservation Request” means any request to use the Conference Center that has NOT yet been confirmed and/or approved by CCF.
- 1.5. “Reservation” means any request to use the Conference Center that has been confirmed and/or approved by CCF.

2. AVAILABILITY & BOOKING

- 2.1. Hours of Operation for the Conference Center are Monday through Friday, 7:00 AM to 5:00 PM.
- 2.2. Conference Center availability is not guaranteed:
 - 2.2.1. Coordinators must contact the Help Desk to check availability for each booking.
 - 2.2.2. Availability should not be assumed by coordinators.
- 2.3. Coordinators should schedule enough time to avoid meeting overrun. If your meeting/event extends beyond the allotted time, additional fees may be assessed.
 - 2.3.1. Daily meeting schedules are posted. These schedules must be strictly followed.
- 2.4. Making Reservations
 - 2.4.1. Coordinators may request use of the Conference Center up to, but not more than, 90 days in advance of their meeting/event.
 - 2.4.1.1. For example, a single instance meeting or event may be booked up to 90 days in advance, but recurring meetings may not be repeated beyond the 90-day limit without an additional reservation request by the coordinator.
 - 2.4.2. Coordinators will receive the Conference Center Reservation Form from the Help Desk via e-mail, or coordinators can find the form on the [Capitol Complex Web Site](#).
 - 2.4.3. When possible, arrangements to use the Conference Center should be made a minimum of 30 days prior to the scheduled event. The Reservation Form must be on file with the Help Desk to constitute official approval of the scheduled event. Verbal approval or partial submission of required documents does not assure use of facility.
 - 2.4.4. Coordinators must complete all sections of the Conference Center Reservation Form to create a reservation, and e-mail it to the Help Desk.
 - 2.4.5. Reservation Requests are not booked until a completed Reservation Form is received—including billing information, approved by the coordinator’s Division Director—and the booking is confirmed by the Help Desk. Reservation Requests will not be booked until billing information is received.
 - 2.4.5.1. Tentative bookings may be held for up to 48 hours without a completed Reservation Form. After 48 hours, time slots will be released and available for other coordinators to reserve.
 - 2.4.6. Once a Reservation Request is processed, and approved, the coordinator will receive a reservation confirmation via e-mail from the Help Desk. Once the reservation confirmation is received by the coordinator, the reservation is complete.

3. CONFERENCE CENTER AMENITIES

- 3.1. The following equipment and amenities are available, and included in the cost of the Conference Center reservation:
 - 3.1.1. The Conference Center has a reception area, featuring a welcome/registration desk.
 - 3.1.2. The Conference Center features a full kitchen. The kitchen is available ONLY for events that will be staffed by professional caterers, and will be locked at all other times.
 - 3.1.3. Each conference room in the Conference Center (rooms 103 and 104) is pre-set with 21 tables, and 42 chairs, seated two (2) chairs per table.



Conference Center *Procedures & Guidelines*

- 3.1.4. Each conference room is furnished with a podium and whiteboard.
- 3.1.5. Each conference room is equipped with wireless internet. To log in to the internet from the Conference Center, coordinators may reference the information included in the audio-visual kit.
- 3.1.6. The Conference Center is equipped with overhead projectors and screens. Room 103 has one (1) projector and one (1) screen; room 104 has two (2) projectors and two (2) screens.
- 3.1.7. Coordinators may request an audio-visual kit for their meeting/event. The kit includes:
 - One (1) hand-held microphone
 - One (1) lapel microphone
 - Two (2) sets of rechargeable AA batteries
 - Two (2) HDMI cables (please wrap with enclosed straps)
 - One (1) VGA cable (please wrap with enclosed straps)
 - Whiteboard markers and eraser in storage case
 - Audio-Visual Kit Checklist of Contents
- 3.1.7.1. The audio-visual kit does NOT include a laptop or remote control for progressing through slide presentations; coordinators must provide this equipment for presenters.

4. RESPONSIBILITIES & REQUIREMENTS

- 4.1. Coordinators **MUST** provide billing information via the Conference Center Reservation Form; reservations will NOT be complete without this form.
- 4.2. The Conference Center is provided as a courtesy to State of Colorado agencies and offices exclusively. Access is granted on the day of an event by Capitol Complex Facilities (CCF) for approved personnel and event attendees only. Access to the facility may be restricted or terminated at any time by CCF.
- 4.3. Only Capitol Complex personnel will be authorized to open and/or close the collapsible center wall between the conference rooms. These modifications will be performed based on the information included in the Reservation Form.
- 4.4. On the day of the event, the coordinator must obtain the audio-visual kit (if required), and the key to the kitchen facilities (if required and approved) from the Help Desk. The coordinator **MUST** provide a driver's license as collateral to secure these items. Upon return of the kit and/or kitchen key, the items/space will be inspected prior to the release of the driver's license.
- 4.5. The conference rooms are set up in a standard classroom configuration (see diagram). Coordinators may reconfigure the conference room furnishings as needed, but all tables, chairs and other furnishings **MUST** be returned to the original classroom configuration at the end of the meeting/event. Capitol Complex is NOT responsible for configuring furniture.
- 4.6. Coordinators must make a reasonable effort to clean up after their meeting/event, and the Conference Center Facilities must be left in usable condition. The coordinator's agency shall be responsible for any/all damage done over and above ordinary wear of property and equipment.
 - 4.6.1. Coordinators must place all trash in garbage cans provided in the Conference Center. CCF will be responsible for trash removal.
 - 4.6.2. Coordinators must wipe tables and countertops at the end of the event, as needed.
 - 4.6.3. Coordinators must erase whiteboards and remove any charts or other presentation materials at the end of the event.
- 4.7. Materials: All materials must be removed from the Conference Center at the end of the event.
 - 4.7.1. In the case of multi-day events, materials may be left in the Conference Center overnight. Coordinators leave such materials in the Conference Center at their own risk, and CCF will not be liable for materials and/or electronics.
- 4.8. Lost and Found: All items found or lost within the Conference Center should be turned in to the Help Desk.
- 4.9. Coordinators must turn off projectors and microphones at the end of the event.
- 4.10. Coordinator should ensure all speakers, guests and/or vendors know any applicable rules for their use of the facilities. Speakers and/or vendors may be held responsible for any damages caused by them during the event.
- 4.11. Should any damage occur during an event, please report the incident immediately to the Help Desk.