



Jennie Smoly Caruthers Biotechnology Building
University of Colorado Boulder
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Jennie Smoly Caruthers Biotechnology Building Policies and Procedures for Scheduling and Use

Introduction

This first edition of the Jennie Smoly Caruthers Biotechnology Building (JSCBB) Policy and Procedures for Scheduling and Use Document was developed in accordance with other University of Colorado at Boulder policies and regulations including the Campus Use of University Facilities (CUUF) Policy and the Laws of the Regents of the University of Colorado.

The policy on use and scheduling of JSCBB is intended to facilitate the scheduling and use of JSCBB facilities and to prevent interference and material and substantial disruption of JSCBB functions or activities, promote safety, protect University property and facilitate the scheduling and management of JSCBB facilities (including associated outdoor spaces)

These policies and procedures are written with the intent that they allow for flexibility. The policies, procedures and definitions are subject to change at the discretion of the Executive Committee of the JSCBB and the JSCBB Administration.

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 or others supervised by University faculty.

“Block-Booking” means the reservation or scheduling of more than one JSCBB facility for use by the same individual or group during the same time period.

“Challenge” means that a group or individual wishes to use a JSCBB facility or space on the same date and time as another group or individual. The group may challenge the previous group to confirm the scheduled event by means of placing a non-refundable/non-transferable deposit to confirm the event.

“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.

“CUUF” refers to the Committee on Use of University Facilities or the Campus Use of University Facilities Policy itself. The CUUF committee is a standing committee responsible to the Chancellor of the University which is charged with developing, implementing and enforcing policies regarding the use of University facilities.

“Event” means use of a facility or outdoor space for a specified period of time.

“Event Organizer” means the individual who is responsible for the scheduling, organization, and conduct of an event. Such individual shall provide the JSCBB Manager of Building Services (or their designee) with current contact information.



“Facility” means the JSCBB or any space within JSCBB, all attached terraces and balconies as well as adjacent open space as might be designated as associated outdoor space by the administration of the JSCBB.

“JSCBB Administrator” means the JSCBB Director of Operations and Finance or his/her designee.

“JSCBB Events Office” means the JSCBB staff person/persons who are authorized to schedule the facilities and spaces of the JSCBB. The JSCBB Events Office operates as a function of the JSCBB Manager of Building Services.

“JSCBB Residents” means all faculty, students, staff and employees engaged in JSCBB academic, research and administrative activities in the JSCBB.

“Non-academic Event” means use of a facility or outdoor space other than for teaching and/or instructional programs for University credit or for research or research-related activity by University faculty.

“Ongoing Event” means an event that has occurred for at least 2 consecutive years (or 3 consecutive terms) and is scheduled to occur on an annual, semi-annual basis or semester basis.

“Outdoor Space” means any spaces associated with the JSCBB other than facilities located inside the JSCBB. Examples include The East Terrace, The West Terrace, lawn areas, gardens, patios and sidewalks.

“Outside Contractor” means any non-university organization or individual who provides services or goods for payment or consideration to users of JSCBB facilities or spaces for events occurring in such facilities or spaces, e.g., caterers.

“Temporary Structure” means anything that is constructed of tangible materials, whether freestanding, staked or attached to any facility or in any outdoor space and includes, but is not limited to any: booth, tent, shed, awning, inflatable structure or other kind of shelter; vehicle, cart, or trailer; art installation, sculpture, or other artwork; scaffold, ramp, railing, staging, or any other type of framework; bleachers or bench; or fence, barricade or other type of barrier.

“Term” means Fall Semester, Spring Semester, or Summer Semester.

“University” means the University of Colorado Boulder.

“University Department” means University of Colorado Boulder School, College, Department, Institute, or Center.

Policy Statement

The facilities and outdoor spaces of the JSCBB are primarily for use by its students, faculty, researchers and staff for activities and programs that are directly related to the basic educational, cultural, recreational, and on-campus organizational activities. In order to meet the organizational needs of the JSCBB residents and those of the larger community, including University Departments and Organizations, JSCBB facilities may be used for meetings, conferences, social events, and special programs which contribute to the social, cultural, and educational objectives of the community. The use of JSCBB facilities by others shall not interfere with or otherwise disrupt or preempt the activities and uses related to the primary mission of the University and the JSCBB. The conduct and support of Academic Programs and Research Programs and their ancillary programs and events shall be the clear priority of the JSCBB.



Conditions of Use

No JSCBB facility or outdoor space may be used in a manner that materially and substantially disrupts the University teaching, research, administrative and/or service activities. Examples of such kinds of disruption include the following:

- a. Violence or incitement to imminent violence
- b. Damage to property
- c. Persistent noise at a level that is disruptive of classes, research, administrative business, study, etc.
- d. Obstructing the entrance/exit to any facility or outdoor space or obstructing the free movement of pedestrians or vehicles.

Scheduled facilities and services are made available only to those individuals and groups who adhere to JSCBB and University policies as well as administrative regulations. Violations against these policies or regulations will constitute grounds for the group or organization to be denied use of scheduled JSCBB facilities for future events as determined by the JSCBB Administrator.

JSCBB facilities and outdoor spaces may not be used in any manner that makes it appear, whether expressly or implicitly, that the JSCBB or the University is endorsing a political, sectarian, or religious position.

JSCBB facilities and outdoor spaces may not be used for commercial, personal, or private financial gain except as approved by the University and the JSCBB. Approval by the University requires that the event must be scheduled and approved through the Office of the Manager of Building Services of the JSCBB.

The Use of open fire or flame in any JSCBB facility or outdoor space (except provided grills) is prohibited without the permission of the JSCBB Administrator. This includes candles, incense, sterno and other common flame sources.

Collection of Monies in JSCBB Facilities and Spaces

- a. All monies collected must be deposited into a University or University Foundation account.
- b. Student organizations or groups and University departments that are hosting events may be charged a rental fee for the use of a facility or outdoor space if monies (including donations, admission fees or in-kind services) are exchanged.
- c. If a student group and/or University department sponsors an outside entity, a contract must be in place which includes a sharing of the profits and compensation to the JCSBB for the use of JCSBB facilities or outdoor spaces.



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- d. Unless addressed in a contract for the event, monies collected from incidental sales of merchandise are not included under this section provided such sales are not the main purpose of the event. Such incidental sales would include informational materials directly related to the purpose of the group or program which are sold essentially at cost and t-shirts, CDs and/or books.

All non-University organizations, entities or individuals, including non-profit entities or organizations, using any JSCBB facility or space will be charged a rental fee for use of the space.

Individuals and groups not directly affiliated with the JSCBB using JSCBB facilities or space may be charged a rental fee in addition to any fees for services or equipment provided for such use.

During an event, the confirmed reservation for the event or other proof of scheduling must be available for inspection on request.

Notwithstanding any other part of this section, an event scheduled in any JSCBB outdoor space may be cancelled due to weather conditions if the conditions create unreasonable risk of harm to participants or spectators or could result in damage or unreasonable wear and tear to the outdoor space.

Violation of these policies may result in the immediate cancellation of the event, cancellation of pending scheduled events and the suspension of scheduling privileges for a period of one year. Such penalty shall be applied at the direction of the JSCBB Administrator.

Any scheduled event has clear priority over unscheduled or spontaneous events.

Events Office

All scheduling and reserving of JSCBB facilities and outdoor spaces shall be accomplished through the JSCBB Events Office. The JSCBB Events Office is located in the Main Administrative Area of the JSCBB.

Facilities and Spaces

Not all facilities of the JSCBB are available for scheduled use through the JSCBB Events Office. This policy is not to be interpreted to govern the use and scheduling of offices, labs, collaborative spaces, select classrooms, and other spaces.

The facilities and spaces available for scheduled use in the JSCBB include:

Butcher Auditorium (A115)

A 200-seat auditorium, Butcher Auditorium is available for half-day or full-day use, when not scheduled for academic use. Tier 1 users may schedule the Butcher Auditorium without charge; others will be charged a usage (rental) fee per the JSCBB Usage Fee Schedule.



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The Auditorium is fully equipped with AV equipment and AV/IT support will be required if this equipment is used. Such support must be arranged in advance with the JSCBB Events Office.

Use of additional AV equipment, performance or production equipment or IT systems requires prior approval of the JSCBB IT Manager.

Linfield Conference Room (A400)

The Linfield Conference Room is a fully-equipped premium conference room which can be used for all current forms of remote conferencing. The room comfortably accommodates 20 people. The Linfield Conference Room is available for rent for half-day and full-day events and A/V support or Custodial support may be required for some events.

Café Area

The Café Area is generally available for scheduling when classes are not in session and on M-F after 3:30 PM (If Udi's Bakery is closed) and all day on Saturday and Sunday. The area can accommodate up to 85 people.

The Café Area may be scheduled for half-day and full-day events and fees are charged according to the JSCBB Usage Fee Schedule.

Set-up (including the moving of furniture) must be accomplished by Facilities Management and a charge will be assessed in addition to the rental fee.

A/V and IT services are available on a per hour basis according to the JSCBB Usage Fee Schedule.

Gallery Area

The Gallery Area is generally available for scheduling for events or as a pre-conference or reception space for events scheduled in other JSCBB facilities or spaces.

Set-up of the Gallery Area which includes the removal and return of furniture and equipment must be accomplished by Facilities Management personnel and the cost of such service will be in addition to the applicable rental rate which is indicated on the JSCBB Usage Fee Schedule.

AV/IT services are available for additional charges if requested.

Main Lobby/ East-West Lobby Area

The Lobby Area is generally available for scheduling of events or as a pre-conference or reception space. It may be scheduled alone or in conjunction with the Café Area or the Gallery Area.

Meeting/Conference Rooms

Most meeting/conference rooms in the JSCBB are equipped with video projectors. Additional AV and IT support must be arranged in advance.

Meeting/conference rooms include:

- a. B115 can accommodate up to 50 people seated and up to 75 for open reception.
- b. B231 can accommodate up to 35 people.



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- c. B331 can accommodate up to 35 people.
- d. B432 can accommodate up to 15 people.

Tier II and III users will be assessed a usage fee for use of Meeting/Conference Rooms according to the JSCBB Usage Fee Schedule.

Rooms are available for either half-day or full-day use.

AV/IT support is available and users will be charged for such support in addition to any applicable rental fees.

Outdoor Spaces

Spaces that are part of or adjacent to JSCBB, including terraces, patios, lawn, gardens and walkways are considered Outdoor Spaces for the purposes of this policy. Such outdoor spaces may be scheduled for use and a rental fee may be assessed.

Other special policies (including CUUF policies) apply to the use of such spaces. Such policies are enumerated in *Section II subsection L* of this document.

Equipment and Services

Most JSCBB facilities are fully equipped to satisfy the routine requirements of facility users. Rental/usage fees may apply and such equipment must be operated by JSCBB IT staff or by persons authorized by JSCBB IT staff. Other equipment and services may be provided for an additional cost including:

Additional tables and chairs, standing room signs, rolling coat rack, rope and stanchion. The number and types available are limited.

Audio/Visual or technical equipment. Additional or supplemental audio/visual or IT equipment may be used in the JSCBB only by providers or vendors that are approved by the JSCBB IT Manager.

Audio/Visual and IT support. Such support is required when JSCBB equipment is used.

Set-up support and custodial support. The moving of furniture and equipment in all JSCBB facilities must be arranged in advance. Services will be provided by Facilities Management personnel and the cost of such support will be borne by the user.

Parking and Loading. Arrangements for parking by event organizers, participants and service providers (contractors) must be made prior to the event. Such arrangements must be made with the Office of Parking and Transportation Services (ph. 303-492-6116) and coordinated with the JSCBB Events Office.

No equipment may be taken from the JSCBB without the permission of the JSCBB Events Office.



Scheduling Priorities

It shall be the policy of the JSCBB that the facilities and outdoor spaces of the JSCBB shall be open to all members of the community so long as the utilization is consistent with JSCBB and University policies, and Local, State and Federal laws.

Any ad hoc individual or group action or response directed towards scheduled events must be carried on in such a manner that participants in the scheduled events are not in any way restricted in their planned activity.

JSCBB facilities and outdoor spaces shall be scheduled according to the following tiers:

Tier I-JSC Building Academic Departments and their Affiliates

Regularly scheduled JSCBB-related classes or related academic uses, including teaching and other instructional programs for University credit or for research by university faculty and other use by JSCBB residents.

Use by University departments for University activities other than classes for credit, including, but not limited to, administration, scholarship, 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 departmental mission.***

Tier II-Campus Groups and University Affiliates (Non JSC Building Occupants)

Use by an organization recognized as a student organization by the Student Organizations Finance Office (SOFO) or by the administration of JSCBB. Such organization must be in good standing with the University and the JSCBB. Access to a University account may be required for the scheduling of certain events and for access to services that may be required for such events.

Entities conducting educational or research programs that have a current affiliation with the University, such as the Western Interstate Commission for Higher Education, NOAA, NIST, NCAR and similar organizations.

Tier III-Non University Groups and Users

All other non-University users (subject to availability and other requirements of this policy).

Any scheduled event has clear priority over unscheduled or spontaneous events.



Authorized Organizers/Schedulers

The following individuals and/or authorized representatives (authorized representatives will be considered “event organizers” for the purpose of this policy) of the following entities are eligible to be organizers or schedulers for purposes of use of JSCBB facilities or outdoor spaces pursuant to this policy:

University faculty members and department representatives of JSCBB resident programs.

Currently enrolled University students, authorized representatives of recognized student groups or University departments.

Any other entity or individual wishing to use the facilities or spaces of JSCBB must designate an event organizer. The designated event organizer shall ensure that current contact information is on file with the designated JSCBB office. The event organizer must agree to the following conditions:

- a. The event organizer must be authorized to make financial and organizational commitments on behalf of the organization.
- b. Complete and submit the JSCBB Scheduling Request Form and provide any other necessary information as requested by the JSCBB Events Office or the Manager of Building Services.
- c. To be physically present or have a designee present at the event location during the entire event to supervise and ensure the facility or space is used for the purpose and in the manner stated in the Event Management Form.
- d. To be responsible for all operating costs as provided herein including, but not limited to rental fees, utility costs, non-routine clean-up, police/security, late closing fees, AV and IT support, and Parking and Traffic and for reimbursing the JSCBB for damage to JSCBB or University property or facilities that might occur in connection with the event.
- e. Ensure that the JSCBB is provided with current organizer contact information.
- f. To be responsible to see that the use of the facility or outdoor space complies with local, state and federal laws, and University policies and regulations as well as the policies of the JSCBB.

Advance Scheduling Time Limits and Block-Booking Policies

To provide for maximum utilization of the JSCBB, reasonable time limits shall be set for exercising priorities in reserving JSCBB facilities and open spaces. Within priority categories, scheduling shall be on a first-come basis.

Ongoing departmental programs such as Graduate Student Recruitment Weekends, Orientation, and the Conference on World Affairs will be allowed to schedule 5 years in advance.

JSCBB residents, student organizations and University departments as well as organizers of other ongoing events may schedule 3 years in advance of the event. Ongoing events must meet the definition as described herein and have at least 100 attendees (or 80% of capacity



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for rooms with capacity of less than 125). A rental deposit (if applicable) must be made at the time of scheduling.

University departments and non-university groups wishing to host a conference or seminar in the JSCBB may schedule 2 years in advance. The conference must meet the following criteria: it must use multiple rooms of which one room must be Butcher Auditorium, the Café Area, or the Galley Area. Attendance at the conference must be at least 100 and attendance at a seminar must be at least 75.

JSCBB and student organization meetings or events smaller than those described as “conferences” or “seminars” may be scheduled one year in advance, but may be moved or re-scheduled based on changes in academic demands for space.

All other university departments and non-university events and meetings may be scheduled two terms prior to the event date. A term is defined as the Fall semester, Spring semester, or Summer semester.

Reserving blocks of rooms is allowable only under the following conditions:

- a. Block-booking may be considered at times other than academic terms.
- b. Butcher Auditorium, the Café Area, and the Gallery Area are generally not available for block-booking except with the approval of the JSCBB Administrator.
- c. Blocks can last no more than two hours per day except when used as part of a conference or seminar.
- d. Blocks can be no more than a maximum of 30 days per semester.
- e. Written request to waive these policy limits can be made to the JSCBB Administrator or designee for their consideration.

Usage Fees, Service Charges and Deposits

JSCBB facilities and outdoor spaces are available for scheduled academic use and for use by JSCBB students or recognized student groups at no charge (except Café Area).

Tier II and III users will be assessed a usage fee (rental charge) for use of JSCBB facilities and open spaces based on the *Usage Fee Schedule* which is attached and made part of this JSCBB Policy Statement. Generally, the *Usage Fee Schedule* provides:

- a. A115 Butcher Auditorium may be scheduled for for a full or half day. Weekend usage and after-hours usage are subject to additional charges.
- b. The Café Area, The Gallery Area, and Outside Areas may be scheduled M-F after 3:30 for half day rates and on weekends for half-day or full-day usage. Additional charges may apply. The East Terrace can also be scheduled for use.
- c. Other JSCBB facilities are available for use on a half-day or full-day basis and additional charges may apply.
- d. A/V and IT support is available for an hourly fee and is required for certain events and uses see Usage Fee Schedule for rates. No other A/V or IT support is allowed to operate JSCBB equipment or systems without the expressed, written approval of the JSCBB IT Manager. All A/V, IT or equipment used for lighting, sound reinforcement or recording must be approved by the JSCBB Manager or designee.



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- e. Custodial Support may be required (furniture moving, extra clean-up, etc.) and will be charged to the user based on Facilities Management rates with a 2 hour minimum charge on weekdays, and 4 hour minimum charge on weekends.

Deposits may be required in order to reserve the facilities and spaces of JSCBB. If required, deposits must be tendered at the time of scheduling. The policy for the collection and release/use of deposits include these elements:

- a. **If required, deposits must be tendered at the time of scheduling for any event occurring within the next sixty (60) days.**

For use of Butcher Auditorium, the Café Area, the Gallery Area, and adjacent outdoor spaces that are available for rental, non-university groups and individuals will be required to place a non-refundable/non-transferable deposit equal to the amount of the rent to hold the spaces.

- b. **For events scheduled more than sixty (60) days in advance**, non-university groups or individuals will be required to place a deposit of two hundred fifty (250) dollars for the tentatively scheduled event. Sixty (60) days after the reservation has been placed, non-university groups or individuals may be required to pay the full rental rate for the rooms reserved to confirm the reservation; the rental fee is non-refundable and non-transferable. If the rental fee is not received within 60 days, the reservation will be cancelled and the date will be released and available to be scheduled.
- c. JSCBB residents, University departments, and student organizations will not be required to place a deposit to hold a Butcher Auditorium, Café Area, Gallery Area or adjacent outdoor space date unless they are challenged for that date. If a challenge is made, a representative of the JSCBB Events Office will contact the organization, department or individual and inform them of the challenge and to request a non-refundable/non-transferable deposit be delivered to the JSCBB Events Office within 3 working days. If a deposit is received in time, the reservation is confirmed and is no longer challengeable. If the date is released, upon notification, the challenging group has three working days to deliver a non-refundable/non-transferable deposit to the JSCBB Events Office to hold the space.
- d. For the use of facilities or spaces other than Butcher Auditorium, the Café Area, the Gallery Area, and adjacent outdoor spaces, Tier III users (non-university groups and individuals) will be required to deposit monies equal to the rental amount *plus* any estimated additional fees and/or services charges. Such fees and services charges shall include, but not be limited to:
 - 1. A/V and IT support (required if JSCBB AV/IT equipment or services are used).
 - 2. Set-up charges (includes furniture moving and replacement). ***Furniture may not be moved by users and arrangements must be made at least two weeks in advance of the event.***
 - 3. Security costs.
 - 4. Damage or excessive clean-up.



5. Costs related to late-closing or after-hours access to JSCBB. This may include the cost of attendant personnel required to provide access and egress for organizers, their guests and contractors.
 - e. All users other than Tier III (see page 7) users and organizers may be required to provide a University IN, speed type or other instrument in order to facilitate the transfer of funds in the event any charges are generated by the event as determined by the JSCBB Events Office.

All users (except JSCBB residents) may be charged at a rate sufficient to cover all costs of providing the facilities and services in addition to other rents and services charges and fees as described herein.

Event Security

The organizer must provide appropriate security for the event. The amount of security required for an event will be determined by the JSCBB management and shall be based on the following conditions:

The number of people expected to attend the event.

The nature of the event.

The facility where the event is to be held.

Admission is charged or money collected.

Attendance is controlled (by invitation, registration or other method).

Whether alcoholic beverages are served at the event.

Security can range from participant monitors to security guards or police personnel.

Catering and Use of Outside Service Contractors

When a group or individual requires the services of a caterer or the services of other outside contractors, arrangements must be made with the JSCBB Events Office. Use of outside caterers must be approved by the JSCBB Events Office and a list of approved caterers may be provided upon request. All costs and liabilities associated with the use of outside contractors will be borne by the scheduling group or individual. JSCBB may require proof of insurance and statements of indemnification.

Catering must be arranged by the event organizer after authorization is granted by the JSCBB Events Office.

The JSCBB Events Office will provide a list of “approved” caterers on request. Approved caterers have experience using JSCBB facilities, understand JSCBB and University policies



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and regulations and understand the special circumstances extant at the JSCBB involving parking, clean-up, access, and food safety.

Event organizers that wish to serve alcohol or have alcohol served at an event in JSCBB facilities or spaces **must** make arrangements with an “approved caterer” or a caterer who can provide proof of compliance with all University-mandated standards. Organizers must comply with all provisions of the JSCBB policy regarding Alcohol (Para. II, sub. J.)

No kitchen facilities are available to be used by users or caterers and there is no access to running water.

Parking for trucks and other vehicles used by outside contractors, including caterers must be arranged by the event organizer through the CU Parking and Transportation Services Office (ph. 303-492-6116).

Event organizers are responsible for damages caused by the actions of their outside contractors and for any additional costs related to clean-up.

Trash and food waste generated by outside contractors at events in JSCBB must be removed by the contractors.

Storage of equipment, materials, or goods must be arranged in advance and no refrigeration is available for storage of perishable goods or products.

Alcohol

Events where alcohol will be served or consumed shall comply with UCB Alcohol Service Policy and all other applicable laws, policies and procedures. This policy can be found at:

<http://www.colorado.edu/events/plan/alcohol>

All costs associated with alcohol service, including security, shall be paid by the scheduling group.

Events scheduled in JSCBB facilities and outdoor spaces shall not promote the abuse of alcohol in any manner. No drinking games, “happy hour” pricing, or two-for-one specials are permitted. There will be established limits on the amount of alcohol served and University rules regarding hours of alcohol service will be posted and observed.

Groups or individuals wishing to serve or consume alcohol in any of the JSCBB facilities or spaces **must engage the services of an “approved caterer”** or a caterer who has completed required training as mandated by the UCB Alcohol Service Policy. Such Caterer must present proof of compliance and certification. A list of approved caterers is available in the JSCBB Events Office.



Events in Outdoor Spaces

In addition to all the other requirements of this policy, events in outdoor spaces must comply with the following requirements as set forth in CUUF policy:

Events scheduled after dusk or before dawn in outdoor spaces shall have adequate lighting.

The organizer shall make prior arrangements for adequate, available sanitary facilities within and/or in the vicinity of the event before, during, and for a reasonable period of time following the conclusion of the event.

The organizer may be required to provide adequate medical and fire services.

Outdoor amplified sound or music may be restricted to hours that do not conflict with the normal operations of the JSCBB and its residents and users.

Amplified sound or music is not permitted after 10:00 pm, except as specifically authorized by the JSCBB scheduling manager after consultation with appropriate campus/city authorities.

Generally, all approved events scheduled by the JSCBB that have outdoor amplified sound or music must satisfy the following conditions:

The level of sound, amplified or unamplified may not exceed 80 decibels on the A scale sustained for more than 15 seconds when measured at the perimeter of the campus surrounding the event.

The event cannot begin before 8:00 A.M. and continue after 10:00 P.M..

Temporary structures erected in or on JSCBB outdoor spaces must be approved by the JSCBB Events Office and the following regulations must be observed:

- a. If a temporary structure is to be erected for purposes related to an event, the organizer must ensure that the space is properly scheduled for the structure.
- b. The temporary structure must be approved by the JSCBB and may require the review and approval of the Environmental Health and Safety Department (EH&S).
- c. Camping is prohibited in temporary structures.



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The representative of the JSCBB or other University officials (e.g., representatives from the Chancellor, Vice Chancellor's offices, or UCPD) have the authority to require a reduction in the noise level to bring the event into compliance with this policy. Failure to comply within a reasonable period of time may result in termination of the event, fines, and/or forfeiture of future use of University facilities and outdoor spaces.

Reviews

This Policy shall be reviewed on an annual basis by the JSCBB Executive Committee.

Appeals and Protests

Parties wishing to appeal the decisions of the JSCBB Events Office regarding the application of these policies or protest said decisions or policies may do so by addressing such concerns, appeals or protests *in writing* to:

Director of Finance and Operations
JSCBB
596 UCB
University of Colorado Boulder
Boulder, CO 80309

Lee.Silbert@Colorado.edu

Phone: (303)735-2400

Fax: (303)492-8425