



JSCBB Room Scheduling Request Form

Please fill out completely. Email completed form to jscbbevents@colorado.edu.

Name of Requestor _____

email _____

Phone _____

Organization (if any) _____ CU Affiliated? ____ Yes ____ No

If Yes, are you: ____ Student ____ Faculty ____ Staff

Name of Event _____

Requested space(s) _____

Requested Date(s) and Time (s) _____

Description of Event

Expected Attendance _____

Equipment

JSCBB has limited equipment available for rent/use. The use of additional equipment in JSCBB facilities and spaces must be approved by JSCBB Events Office and arrangements made for delivery, storage, and pick-up. In addition, all furniture moving and other setup requirements must be performed by University personnel, possibly at an additional cost.

_____ Six-foot folding tables (4 available) # requested _____

_____ Metal Folding Chairs (20 available) # requested _____

_____ Rope and Stanchions (8 available) # requested _____

_____ Rolling Coat Rack

_____ Standing Room Signs (2 available)

_____ Other, please describe _____

Audio/Visual

Describe your A/V needs, if any _____

Food & Beverage (Restrictions apply)

Is food being served? ____ Yes ____ No

If Yes, who is the Caterer? _____

(NOTE: A list of "preferred" caterers is available upon request).



Will food be sold? Yes No if yes, by whom? _____

Events with Alcohol

Service of alcohol requires special approval from the University and JSCBB will not allow the service of alcohol without an approved Event with Alcohol Form. An “Event with Alcohol Authorization Form” must be completed and submitted by a University Department. All requests for an event with alcohol must be submitted 15 days prior to the event. If you are planning an event with alcohol you must follow the University of Colorado Boulder [Alcohol Service On Campus Policy](#). For more information, please visit the [Events with Alcohol](#) page.

Will you be seeking approval for an Event with Alcohol Yes No



This form shall not serve as approval for, or confirmation for use of, the requested space(s). Submitting this form does not guarantee use of the requested space(s). JSCBB staff will review your request and, if approved, you will receive notification of such and will then be provided an estimate of expenses and an agreement form, if applicable.

Please review the [JSCBB Policies and Procedures for Scheduling and Use](#).