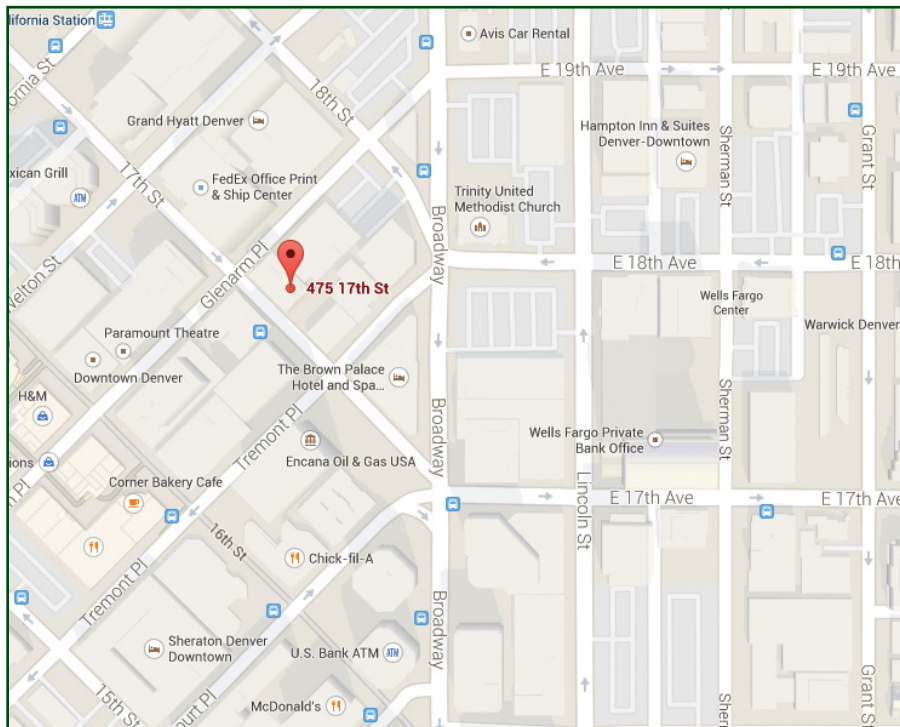




Facility Location Setting

CSU Denver Center and Event Atrium, 475 17th Street, Denver, CO 80202, is located in downtown Denver, at the intersection of 17th and Glenarm Streets; with easy access to I-25, Light Rail, and the 16th Street Mall.



Amenities

- The Event Center is a large, contemporary open space.
- Audio, visual, microphones, sound system, DVD and laptop hookup, a large-scale projector, and theatre screen are available in various spaces.
- Mac option available, adapter not provided.
- Both wired and wireless microphones available.
- The Event Atrium patio is covered and available year-round with one week advance notice.
- All spaces are ADA accessible, including a common area off the elevator, lobby, and restrooms.
- Available for event use are the caterer's kitchen which includes two refrigerators, an ice machine, sink, counters, and a microwave.
- Additional furniture rentals may be delivered one day prior to the event and caterers may set up two hours prior and remain up to one hour after the event ends.
- An on-site loading dock is available for 15-minute increments or for an extended period at caterer's request.
- Floor plans of the spaces are included in the following pages.
- Signage for events may be requested to welcome and direct attendees.

Event Types

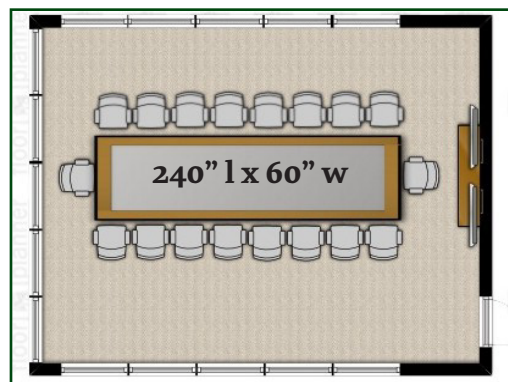
The CSU Denver Center provides space for a variety of events and gatherings. The main event atrium accommodates up to 50 for a lecture, 80 for a seated dinner and up to 150 for a reception. The patio accommodates 22 for a seated event and up to 50 for a reception.

First Floor Conference Room

Available for use
Mon.-Fri. 8 a.m. - 5p.m.



Two TV screens, video conference,
and conference call capabilities
(hdmi/vga inputs)



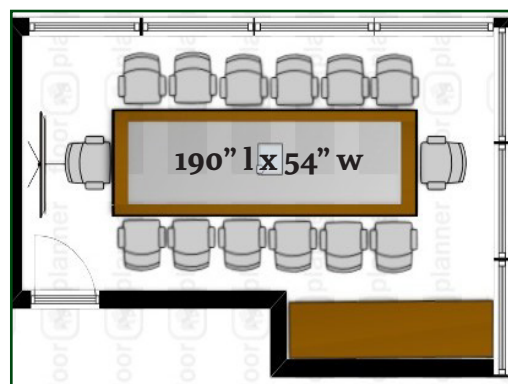
Room Size: 22' 6.75" l x 22' 11" w
Capacity: 20 Exec. Chairs

Second Floor Conference Room

Available for use Mon.-
Sat. 8 a.m. - 10p.m.



Projector, screen, and conference
call capabilities (vga input)



Room Size: 24' l x 12' w
Capacity: 14 Chairs

Second Floor Event Atrium

Available for use Mon.-
Sat. 8 a.m. - 10p.m.



Access to three 8' tables, two 6' tables,
four bistro tables, and 50 reception
chairs (linens not provided)



Main Room Size: 44.5' l x 34.5' w
Capacity: 30-150 (see event types)

Second Floor Event Atrium (Continued)



A/V includes projector (hdmi/vga input), and microphones (1 cord, 1 wireless)

Main Room Size: 44.5' l x 34.5' w
Capacity: 30-150 (see event types)

Cost

CSU departments, staff and alumni may utilize event space at no charge. However, non-affiliated CSU groups are charged at the following rates:

Event Space	Room Capacity	Full Day/Half Day
1st Floor Conference	20	\$200/\$100*
2nd Floor Atrium	50-150	\$500/\$250*
2nd Floor Conference	14	\$175/\$75*

*After hours: Events held on weekends will be charged an additional \$96.58 per hour to cover the HVAC cost.

Full Day: 6+ hours

Half Day: Less than 6 hours

Decorations

Event decorations are allowed, but may not be attached to the walls.

Additional prohibited items include, popcorn, glitter, confetti, candles, and fire. Please review all planned decorations with your CSU Denver Center contact prior to bringing them for the event.

Reservation Confirmation

To reserve the space please complete the reservation form.

A completed form must be submitted at least one month prior to the event, or reservation may be released to other groups.

You will receive an e-confirmation after your reservation has been successfully submitted.

Parking Options

Daytime

555 17th Street Parking Garage (enter off Glenarm) open 24hrs

- \$18 maximum after 90 minutes
- 30min: \$3, day: \$18. M-F in after 5AM out by 7PM. Sat-Sun 24hrs - \$8
- Lost ticket is \$30. 303.292.5488

1730 Glenarm Parking Garage (between 17th/18th on Glenarm) no evening parking

- Open from 6AM-6PM/day, must exit by 6. Day parking early bird only 7AM-9AM
- Monthly parking available w/ limited hours. Central Parking System: 303.893.9402

1740 Glenarm Pl. - Corner of 18th and Glenarm (SE corner)

- 30min - \$5, 1hr - \$10, day/max - \$15. In after 12AM out by 4PM
- Weekend daytime - \$5 flat rate. In after 12AM out by 4PM
- Central Parking System: 303.893.9402

1801 Glenarm St. - Corner of 18th and Glenarm (NW corner)

- 30min - \$5, 1hr - \$10, day/max - \$14. In after 12AM out by 4PM
- Weekend daytime - \$5. In after 12AM out by 4PM
- Central Parking System: 877.717.0004

1826 Welton St. - Corner of Broadway and Welton (SE corner)

- 30min - \$7, day/max - \$14. In after 12AM out by 4PM
- Weekend daytime - \$5. In after 12AM out by 4PM
- Central Parking System: 303.893.9402

Evenings

401 17th St., Denver, CO, Us 80202 - Holiday Inn, Denver - 303.296.0400

- No Self-Parking, Valet Parking available \$35.00/night

555 17th Street Parking Garage (enter of Glenarm) open 24hrs

- Evening after 7PM out by 5AM: \$6
- Lost ticket is \$30. 303.292.5488

1740 Glenarm Pl. - Corner of 18th and Glenarm (SE corner)

- Evening 7 days a week \$5. In after 4PM out by 11:59PM
- Central Parking System: 303.893.9402

1801 Glenarm St. - Corner of 18th and Glenarm (SW corner)

- Evening 7 days a week \$5. In after 4PM out by 11:59PM
- Overnight is day and evening combined: \$10-\$17
- Central Parking System: 877.717.0004

1826 Welton St. - Corner of Broadway and Welton (SE corner)

- Evening 7 days a week \$5. In after 4PM out by 11:59PM
- Overnight is day and evening combined: \$10-\$17
- Central Parking System: 303.893.9402

Anytime Options

Parking Meters are located on all streets surrounding the CSU Denver Center - \$1/hr

Still need help finding parking? Google search **Parkopedia** for more options and information!

Catering

Choose your own caterer, or work with our recommended caterers (below), for your food, beverage, and rental needs.

All caterers must be licensed. A licensed and insured bartending service is required to serve alcohol.

Recommended potential caterers are listed below. These caterers are familiar with the building and all building policies.

Biscuits & Berries Catering Co.	303.277.9677	http://biscuitsandberries.com
Serendipity Catering	303.561.3663	http://serendipityfood.com
Footers Catering	303.762.1410	http://footerscatering.com
Y.Lo Epicure*	303.780.9888	http://yloepicure.com
SAVA*	303.972.1704	http://savacatering.com

*Owned by CSU Alum

Sponsorship and Bookstore

CSU Denver Center Policy

- To reserve the space please complete the following registration form. The completed form must be submitted at least one month prior to event or reservation will be released to other groups.
- Usage of the Colorado State University Denver Center is limited to university-sponsored groups. In order to be a university-sponsored event, a representative from the hosting department must be present at the event.
- Groups without a direct CSU connection may be granted access to the CSU Denver Center based on partnership with the university, or a nominal fee.
- For CSU events, the Ram Zone Bookstore may remain open upon request and attendees are granted a 10% discount on one item purchased during the event.



CSU Denver Center
475 17th Street
Denver, CO 80202
Office: 303.376.2624
Fax: 303.376.2600
denver@ar.colostate.edu

CSU Denver Center Event Space Application

Name of Event/Meeting: _____

CSU Sponsor/Department: _____

Event Date & Time: _____

If additional time is needed for set-up and breakdown, please include that in the Event Notes section

Approx. # of Attendees: _____

Event Contact: _____

Contact Email & Phone: _____

Event Space Desired for Reservation:

- _____ 1st Floor Conference
- _____ 2nd Floor Conference
- _____ 2nd Floor Event Atrium
- _____

Alternative Selection:

- _____ 1st Floor Conference
- _____ 2nd Floor Conference
- _____ 2nd Floor Event Atrium
- _____

Event Set-up: (Atrium Space only)

- _____ Lecture style with chairs
- _____ U-shaped; chairs only
- _____ Reception; no chairs
- _____ Other

Audio/Visual/Internet Requests:

- _____ Projector and Screen
- _____ Wireless Microphone
- _____ Wired Microphone
- _____ Conference Phone
- _____ Internet

Additional Event Notes:

Please use this space to indicate room set-up preferences, including diagrams as well as other important information.

Caterer Information

Company Name: _____

Contact Information: _____

Event Details to Note:

- We will do our best to accommodate your request; space is available on a first-come, first-served basis.
- Submit your application to Ryan Janousek at ryan.janousek@colostate.edu at least one month prior to event.
- Changes to applications are due at least two (2) business days prior to event.

Questions? Contact Ryan Janousek at ryan.janousek@colostate.edu or 303.376.2121.