Campus Facility Use by External Groups During Academic Year

All facilities and buildings on Colorado College’s campus are designed for the use and instructions of students, faculty and staff, and consideration for these purposes must take precedence when external groups request to use them. Accordingly, all use of campus facilities is limited to activities which are in keeping with the educational, cultural, recreational, and social purposes of the College and consistent with the College’s status as a tax-exempt and non-profit institution.

One of the College’s institutional goals is to promote involvement in and responsibility to its community. Accordingly, when not otherwise utilized, the College may make its classrooms, performance halls, athletic facilities, and meeting spaces available to external groups who have a tangible and beneficial relation to the College. Colorado College has established appropriate rates for renting the venue, equipment, catering, audiovisual, and associated labor.

Step 1: Colorado College Sponsorship Approval Form and Colorado College Initial Agreement

A Colorado College sponsor is required for events during the Academic Year. The sponsoring department will provide either a full or partial sponsorship. A Full Sponsor will assume responsibility for reservations and use of the facility, equipment, some direct event costs, and must be present at the event. A Partial Sponsor will be responsible for activities planned on campus and for a portion, not to exceed 50%, of the total cost incurred by the event. The sponsoring department or student organization will need to fill out a Colorado College Sponsorship Approval Form and designate which type of sponsorship they will be providing.

All direct costs generated by a community group for use of the College’s facilities will be billed to that group directly or some named responsible party, through the College’s conference office. If no expenses are incurred, e.g., a small room is used with no setup and no custodial needs; no costs will be billed to the group. Event deposit, facility use fees, and insurance may be determined depending on the type of event and support services needed.

Example of Colorado College Sponsorship Approval Form