



Renée Crown Wellness Institute Staff Guide for Scheduling Events & Reserving Rooms

[Updated 1/23/2024]

This short guide is here to help you understand policy basics for reserving meeting rooms, event spaces, and scheduling events as a faculty, staff member, student, or affiliate of the Renée Crown Wellness Institute.

Our goal is to streamline the process of prioritizing, booking, and hosting events at the Renée Crown Wellness Institute in a way that is fair, equitable, and in alignment with [our vision](#) and [values](#).

If you have any questions that are not answered by this guide, please contact Event Coordinator & Project Manager, El Rice at el.rice@colorado.edu.

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I. Renée Crown Wellness Institute Vision & Values

Imagine a world where every young person thrives, supported by the caring relationships and inner resources required for a lifetime of wellness.

Our vision invites many disciplines, perspectives and people to come together. We seek to promote the wellness of young people and the systems and adults who support them through interdisciplinary research-practice partnerships. That is the shared work of the Renée Crown Wellness Institute.

We support this vision by making sure our work aligns with our values:

- Built on Trust
- Better Together
- Grounded in Integrity
- Always with Heart
- Fierce Compassion
- Dignity for All

II. Reserving Event Spaces at Crown (Aspen Room, Peace Place, Nourish Space)

All reservations of Crown Institute event spaces are handled by the Event Coordinator and are visible on our shared Outlook calendar. Crown Institute event spaces include the Aspen Conference Room, Peace Place (yoga/meditation room) and Nourish Space (kitchen).

All other rooms at the Crown institute are considered meeting rooms and can be directly reserved through EMS by Crown Institute staff, faculty, students, and affiliates.

1. If you are a Crown Institute staff member, student, faculty, or affiliate and wish to book one of our event spaces, please fill out the [internal booking request form](#).
 - a. ***Even if you do not need staff support, please fill out the form.***
2. If a form question is not applicable to your group, please write N/A.
3. Once you have filled out the form, a staff member will let you know if we can accommodate your event request.
4. Crown Institute affiliated events and classes take precedence over campus and community partner events and will be scheduled as soon as you let us know, barring any existing conflicts with your requested date(s).

5. We recognize that opportunities may sometimes arise at the last minute, but ask that you give us **2 weeks' prior notice** whenever possible, particularly for events needing staff support.
 - a. Support we can offer to Crown Institute groups includes:
 - i. Room set-up
 - ii. A/V set-up & troubleshooting (pending staff availability during your event day/time)
 - iii. Assistance ordering food (for teams without a dedicated staff member assigned to help with this)
 - iv. Translation & accessibility (coordination of services)
 - v. Obtaining materials & supplies (for teams without a dedicated staff member assigned to help with this)
 - vi. Reserving a guest parking pass
 - b. Staff may not be available to assist with events scheduled with less than 1 week notice.
 - c. Staff may not be available to assist with events scheduled outside of regular business hours (9:00am-5:00pm, Monday - Friday).
6. Feel free to check the availability of our event spaces via the **Crown Institute Events Outlook Calendar**. If nothing is listed on the events calendar for your given day/time, the room is available.

III. Use of Meeting Rooms

Meeting rooms (any room other than the Aspen Conference Room, Peace Place, or Nourish Space – which are categorized as event spaces) can be booked directly in EMS by any Crown Institute faculty, staff, or affiliate.

1. Focus Rooms (206, 208, 209) are open to everyone (staff, faculty, students, and affiliates) on a drop-in basis without an EMS reservation.
 - a. All other meeting rooms should be reserved through EMS.
2. If you would like to book a meeting room and do not have the required EMS permissions, please use the [internal event request form](#).
3. If you are booking a meeting room and need assistance ordering food, operating A/V, managing RSVPs, etc., please fill out the [internal event request form](#) and we will reach out to help.
4. The team holding an event is responsible for cleaning up all the spaces that were used after the event is over.

IV. Assisting a Campus or Community Partner with Room Reservations

1. We appreciate being able to work with campus and community partners who support our mission and are aligned with our values! We encourage any staff member to sponsor these groups to use our space.
 - a. Groups will be prompted to tell us a little about the proposed project / event and how it fits with our values when asking to reserve the space.
2. If you are working with a campus or community partner to help them reserve space at the Crown Institute, please direct them to fill out our [event partnership request form](#).
 - a. Please note ***we cannot confirm a reservation more than 2 months in advance for these groups.***
3. We ask that requests from organizations or individuals have a connection to the Crown Institute through a staff or affiliate member.
 - a. This person is their “staff contact” and should be able to vouch for the individual or group using our space.
 - i. If this is a new connection, a Crown Institute staff member, affiliate, or student should plan to be present for the event.
 - b. With occasional exceptions, we cannot accommodate campus and community partner event requests outside of business hours (9:00am-5:00pm, Monday-Friday).

V. Use of A/V Equipment & Training on A/V Equipment

Crown Institute audio-visual equipment and services are available to all users of our facilities and can be arranged via the event request form during booking.

1. An A/V orientation will be required for all individuals or groups wishing to operate A/V systems.
2. Each room has different A/V and technical capabilities. Please make sure you clarify whether the room you are requesting meets your A/V needs.
3. Crown Institute groups may request assistance with operating A/V systems.
 - a. We will do our best to provide A/V support during your event, but this depends on staff availability and the timing of your event.
 - b. If requesting assistance, please indicate what systems you will be using on the event request form (i.e., sound, video, PowerPoint presentation, Zoom livestream, etc.)
 - c. You must provide your presentation or other media *24 hours before the event* if requesting A/V assistance.

4. Campus and community partner groups are required to run their own A/V and must set up an A/V orientation.

VI. Assistance with Room Set-up

1. For Crown Institute groups and individuals, please make sure you let us know your preferred room set-up during initial booking via the event request form.
2. If you are not sure what would work best, we'd be happy to walk you through the options and find one that best suits your group and event!
 - a. Check out some of these [event set-up options](#) for inspiration!
3. Please make sure you reset the room after using the space.
 - a. If using the Aspen Room, please return the room to the standard set-up after your event ([see photo](#)) unless you have made other arrangements with event staff.

VII. Catering

Catering of food and beverages is available to all groups hosting an event at the Crown Institute.

1. Crown Institute groups may request staff assistance with ordering food or drinks if needed.
 - a. If your team has a staff member dedicated to event or program logistics, they should handle catering for your event.
2. We are happy to provide a list of [catering contacts and resources](#) if you need ideas!
3. If your team does not have a staff member who can help with catering, please reach out to the Event Coordinator *at least Two (2) weeks prior to your event* for assistance ordering food or drinks.
4. Campus and community partner groups must organize their own catering.

VIII. Use of Nourish Space

Please clean up after your group when serving food or drinks in the Aspen Room, and when using the Nourish Space.

1. The kitchen is a shared space and guests are welcome to use the available glassware and reusable kitchen supplies.

2. To help keep the area clean, we ask that all guests clean up after every event by placing used dishes and silverware in the dishwasher or washing them by hand and wiping down used surfaces.
 - a. Cleaning supplies are in the kitchen cabinets to the right of the sink – [see photo here](#).
3. We kindly ask that outside groups refrain from using our disposable plates and cutlery.

For more information about our building policies please see our [Building Policies and FAQs document here](#).