

CU Law offers event and meeting space to community partners and groups for legal, educational, cultural, and civic purposes, subject to the rules outlined below. Events, meetings and programs held at CU Law will be *in the spirit of Concordia's values and mission*.

Rules Governing the Use of University Community Spaces

1. CU Law programs and sponsored events have priority in the use of all campus spaces. CU Law reserves the right to reschedule confirmed reservations to accommodate CU Law-sponsored programs and events.
2. Cancellations should be made 48 hours in advance of the meeting date.
3. Reservations of CU Law facilities are granted on a first-come, first-served basis.
4. CU Law allows multiple-day conferences at the discretion of CU Law administration. Groups wishing to reserve space for multiple-day conferences must contact CU Law at (208) 639-5401 (Jill Thompson, jithompson@cu-portland.edu).
5. Commercial use of CU Law meeting rooms is generally not permitted. However, a commercial entity or professional practitioner may use a CU Law meeting room to provide an educational program, relating to his or her field of expertise, that provides a benefit to the community. Further, CU Law may allow use of meeting rooms for commercial events or organizations which benefit enrolled and/or prospective law students or the legal profession.
6. CU Law rooms are ordinarily available during office hours of CU Law. *See #14 below.*
7. Groups holding catered events must work with CU Law for approval of catering arrangements prior to the event.
8. Alcohol is not permitted at a community event hosted at CU Law.
9. In publicizing a meeting being held at CU Law, the sponsoring group must be clearly identified. Groups must not imply CU Law sponsorship of their program or organization in their publicity unless authorization has been granted by CU Law Administration. Groups may post signs in approved locations at CU Law.
10. Meeting rooms must be left clean, in good repair, and in the same condition as found. Any group that damages CU Law property will be liable for costs incurred in connection with such cleaning and/or damage and may lose the privilege of using meeting rooms in the future.
11. CU Law is not responsible for theft of or damage to property brought into the facility.
12. An authorized representative must sign the Community Event Space Application and be present during the event.
13. There is no minimum time requirement for booking most CU Law facilities. Be sure to allow additional time for set-up and clean-up within your reservation time.
14. If CU Law Administration approves an event held before or after office hours (Monday-Friday, 8:30 a.m. - 5:00 p.m.), or on weekends, fees to cover two staff members at \$30 per hour (total) may be incurred by the Applicant at CU Law discretion.
15. CU Law encourages alternative transportation. Event parking is not provided by CU Law. However, there are several public surface parking lots available within short walking distance to CU Law.
16. Each group is responsible for ensuring that attendance at its meeting does not exceed the maximum occupancy for the meeting room as set by the Fire Marshal.
17. All groups, clubs, entities or individuals using the CU Law facility must comply with these rules. Failure to comply with the rules may lead to immediate termination of the meeting, exclusion of individuals from CU Law premises pursuant to the rules, and/or loss of future meeting room use privileges.

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