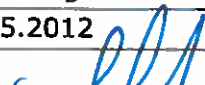




Date Created:	5.6.2010
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Revised:	4.5.2012
Approved by COO:	

Subject: Lilly Marks LMBR

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Purpose: To ensure that policies are being followed with reserving the Lilly Marks Board Room (LMBR).

Policy: University Physicians, Inc. (UPI) welcomes the use of the LMBR for socially useful and cultural activities, and for discussion of current public meetings. The LMBR is available on equitable terms to all however UPI has the right to move a meeting due to unforeseen circumstances.

Access: The main entrance doors to UPI are open Monday through Friday, 6:30am to 5:00pm. An access card is required for entry prior to 6:30am and/or after 5:00pm. With the exception of the north and south entrance doors, all perimeter doors and stairwell doors are locked 24/7. Please make arrangements outside of normal business hours for attendee access. *For security purposes doors are not to be propped open for food delivery or late arrivals.* Propped doors will activate alarm.

Room Access: If you have 24/7 access to the LMBR you are responsible for unlocking and locking the LMBR door.
If you don't have 24/7 access to the LMBR the door will be automatically unlocked ONLY for the time period requested. If additional time is required for setup and cleanup please include times in your request. You WILL NOT have access prior to the time requested.
For 24/7 access questions please contact Mary Moore at 303.493.8312.

Food and Beverage: Food and beverage may be brought in for meetings or events. *All deliveries must be made through the east Service Yard entrance.* It is the responsibility of the Hosting Department to coordinate food, beverage and setup with the vendor. Food is limited to the LMBR and/or the Common Area Break Room.

Cleanup: Cleanup is the responsibility of the Hosting Department. All trash must be placed in the trash receptacles in the LMBR and/or Common Area Break Room. Any excessive trash must be placed near the trash receptacles. Tables must be cleared of all food and meeting-related materials. If area is left unclean there will be a \$75.00 charge assessed and billed to the Hosting Department. An additional fee will also be assessed should there be any damage to the facilities.

Additional Charges: Additional charges may apply if an event occurs before and/or after normal business hours. Costs shall be applied as follows: \$75 First hour and \$65 each additional hour.



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Reservations: The LMBR may be reserved by UPI personnel, UPI tenants and University of Colorado Programs provided their purpose for the meeting room is for business use only. Outside requests must be not-for-profit organizations and referred by one of the above groups.

The LMBR is assigned in order of receipt of reservation by emailing Mary Moore at mary.moore@upicoloro.org AND Ardith Hughes at ardith.hughes@upicoloro.org all the following information:

- Meeting Name:
- Meeting Date:
- Meeting Start time:
- Meeting End time:
- Meeting Setup time before/after:
- Number of Attendees:
- If after hours, need UPI front door access until:
- Reconfiguration of Room Needed:
- Any participants coming from off-campus or out of state:
- If Catered, Vendor name and expected delivery time:
Note: All catered deliveries must entered the northeast Service Yard entrance
- Requestor Name and Phone Number:
- Alternate Contact and Phone Number [required]:
- Responsible Contact at the meeting:

Tenants and Other Groups: In consideration for use of the LMBR the Hosting Department agrees:

- To waive and release UPI from any and all liability resulting from any injury or damage caused to persons or property resulting from Hosting Department's use of the LMBR.
- To indemnify and hold harmless UPI from any legal action or claim brought by any third party resulting from Hosting Department's use of the LMBR.
- To be exclusively responsible and liable for any damage caused to persons or property resulting from Hosting Department's use of the LMBR.

Parking: Visitor parking is available in the parking garage. Please instruct event attendees to park in the Visitor Parking Only area located on the first floor. UPI will not be liable for damage to any vehicles that are parked in UPI's lot for any event.



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Equipment and Tables:

The Hosting Department assumes full financial responsibility for repair or replacement of audiovisual equipment and/or material as deemed appropriate by UPI.

- If you notice that equipment is broken or not working, please notify Mary Moore at 303.493.8312 immediately.
- Reconfiguration of the board tables MUST BE coordinated and moved by Facilities Management.

Ernie Archuleta, Building Engineer:

1st contact 303.493.8136 office

2nd contact 720.819.0105 cell

Augie Trujillo, Property Manager:

1st contact 303.493.8344 office

2nd contact 720.454.4159 cell