

**Things to consider before you make a request:**

*In addition to State and University policies, the Law School retains the right to limit access to use the Wolf Law Building to those individuals and activities deemed to support and promote its academic mission and vision as stated in the Law School's strategic plan.*

- The Wolf Building was built for the Law School. All the rooms for public use are "SMART" rooms. The entire building has WiFi access for computers registered on the CU network. Requests and needs of the Law School will always be considered priority and possible "bumping" can occur based on that need up to two months in advance.
- Wolf's largest space (Wittermyer Courtroom) accommodates no more than 250 people.
- Most classrooms are fully booked during the week days and into the evenings.
- Events outside normal business or security guard hours, and events with >100 attendees may require additional security on-site.
- Rooms have associated room rental costs. These are based on a graduating scale per the group requesting. Campus groups pay less than off-campus groups. (See separate "Room Usage Fee" sheet posted at: <http://lawweb.colorado.edu/wolf/floorplan.jsp>)
- Please contact CU Parking Services at 303-492-7384 to purchase parking passes for your participants since there are only a few metered and pay station spaces available on a first-come first-served basis.
- Security is important in this building. Part of the booking arrangement may involve obtaining access by use of a key. Also, security guards may be required for the time of or nature of your event, which will add to your costs.
- In advance of the event, it is the responsibility of the requestor (that's you) to review the AV "How to..." documents in your room or on our website at: <http://lawweb.colorado.edu/wolf/floorplan.jsp>. Try out the system beforehand but please call 303-492-8047 to check the room availability and to schedule a run-through. If you have any questions after reading and testing the AV equipment, please contact CU Law IT at: [lawit@colorado.edu](mailto:lawit@colorado.edu).
- Classrooms are designed for the instructor to furnish a laptop, plug in, and present. There are no computers in the classrooms. Computer hookup is via a standard VGA video cable. If you have a Macintosh or other computer with a different video connector, you'll need to bring a VGA adaptor with you.
- If special technology needs require that a tech staff support person be on site outside of normal weekday business hours, this requires hiring an AV technician and we do not guarantee availability of technician. Please contact our IT department in advance of your event at: [lawit@colorado.edu](mailto:lawit@colorado.edu).
- Video-conferencing is over IP utilizing Tandberg systems. The Tandberg is able to connect to a wide variety of modern video-conferencing systems including Polycomm units. There is always a charge for videoconferencing setup; charges are \$150 the first hour and \$25 each additional hour.  
(If you wish to connect to ISDN-based video-conferencing systems, a bridge between the ISDN and our IP system will be required. In rare circumstances, we can arrange for a bridge using the Health Sciences Center, but this is only with at least a two week notice.)
- Food and drink are allowed in classrooms or seminar rooms unless specifically stated. **Front Range Catering Company is the preferred caterer for the Wolf Law Building – arrangements must be made directly with them at (303) 449-1981.** If caterers or other deliveries are expected, the event manager must be on site to receive them and must include these hours in the room reservation request.
- Wolf does not have table or chairs to rent. Requestor needs to make arrangements for furniture set up.
- Requestors will be sent an Event Confirmation and Rental Contract that must be signed and returned a minimum of two calendar weeks or 10 business days in advance of the date of the event.
- If paying by check (for off-campus organizations), check must be received at least five business days prior to the date of the event or the booking will be canceled.
- No events will be scheduled more than a semester in advance. No events can be scheduled in classrooms until the semester's courses are finalized.
- **If alcohol is to be served in Wolf, contact the Campus Alcohol Agent for liquor liability insurance requirements at (303) 492-3269.**
- When requested, liability insurance must be obtained and enforced.
- All applicable building and University policies must be followed.
- Presenter's kits with some computer adaptors are available in the Library and the Dean's Suite Front Desk.

**What's available:****CLASSROOMS and SEMINAR ROOMS (food is allowed):**

Classrooms—various seating sizes from 50 to 96:

- Law classes have priority and are scheduled twice a year ... central campus classroom scheduling is utilized.
- Furniture is reconfigurable in Room 300 only ... for innovative use of space.

Seminar rooms: (cap 20)

- Furniture is reconfigurable for innovative use of space.

**SPECIAL MEETING ROOMS:**

Wittermyer Courtroom: (no food or drink allowed) (capacity 250)

- You can project a computer image on 1 to 3 screens; play cable TV; all other AV needs require tech support.
- It is possible to rent Boettcher Hall along with the Courtroom.

Carrigan Teaching Courtroom: (no food or drink) (capacity 32)

- You can project a computer image on the screen; play cable TV; all other AV needs require tech support.

Boettcher Hall: (food and drink are allowed) (cap 50)

Student Commons (café): (food and drink are allowed) (cap 90)