

Event Scheduling Guidelines

Using 25Live:

- Log on to 25Live through PioneerWeb. Under the Resources tab, go to Space, Event, and Library Room Requests, on the lower left hand side, click Event Requests for Other Campus Spaces (Direct 25Live Link - <https://25live.collegenet.com/du/>)
- Once in 25Live, you will need to log on a second time using your 87# and PioneerWeb password.
- Select Create an Event
 - Create an Event Tutorial:
<http://www.du.edu/studentlife/campuslife/eventplanningguide/reserve-space/25live.html>
- Only the Morgridge College of Education faculty, staff, and students can request spaces using this method. Anyone outside of the Morgridge College of education will be subject to a room rental fee processed through DU Conference and Event Services.
- If you need to **cancel a reservation** please contact Eric Mareck at eric.mareck@du.edu with the room reservation confirmation number.

Please Note: Catering, audio visual equipment/tech support requests, parking, room setups and/or custodial services are not included in the room reservation and must be requested separately.

Bookable Spaces in Ruffatto Hall:

Classrooms (capacity)	Meeting Spaces (capacity)	Event Spaces (capacity)
122-(25)^	105-(40)	105-(40)
134-(15)^	121-(8)	106-(100)
202-(40)^	124-(8)**	134-(15)^
204-(40)^	133-(8)	124-(8)**
206-(14)^**	134-(15)^	342-(6)**
234-(14)^**	203-(8)	401-(20)
302-(35)^	245-(8)	
304-(25)^	334-(11)	
305-(37)^	342-(6)**	
306-(35)^	345-(8)	
408-(32)^	401-(20)	
409-(32)^	403 – (8)**	
Outdoor Classroom-(20-100)^	435-(16)*	

* Room is only used for the Disability Services Program and Learning Effectiveness Program

** No door on room

*** Cisco TelePresence Meetings Only

^ Classroom (Scheduling restrictions)

Room Use Guidelines

1. Please leave the room in a clean and undamaged condition when your reservation is finished.
2. Put tables and chairs back into the standard set up when finished – diagram is by the door.
3. No recreational activities are permitted in ANY of the rooms of Katherine Ruffatto Hall. This includes but is not limited to, yoga or any type of fitness classes.
4. If you are scheduling an event with food additional Custodial Services must be requested
5. No alcoholic beverages shall be served without contracting through Sodexho catering services.
6. Please turn off all of the lights in the room after your event is over.

Additional contacts for Event Planning:

- **Conference and Event Services (CES)** – for a fee, can help with all event planning logistics. EVENTS@DU.EDU or call 303-871-4333.
- **Custodial** - Any event with food must request additional custodial services (**at least 5 days in advance**) in order to keep the building properly cleaned and maintained.
 - Submit a work order in the Facilities work order system. <http://fac-work-orders.du.edu:81/home.html> Enter the building, room, and time frame the event will occur. You will also need to include a budget number for the charges.
 - Custodial provides extra trash pickup, cleans the room, and ensure that the bathrooms are appropriately stocked throughout, and after the event.
- **Conversion Services** - For extra trash cans/recycling, and table/chairs/stage setup. Submit a work order in the Facilities work order system. <http://fac-work-orders.du.edu:81/home.html>
Ken Parish - 303-871-3298
- **Sodexho** – Catering services <https://dudining.sodexomyway.com/catering/index.html>
- **Parking and Transportation** – Event parking <http://www.du.edu/parking/events/index.html>
Lexi Aguilar - 303-871-3825
- **Tech Support** – All a/v equipment and tech support must be confirmed with an email to MCE.Support@du.edu or call to 303-871-3222 a **MINIMUM of 7 business days in advance** of your event or you may be charged a late request fee.