



Morgridge College of Education

UNIVERSITY OF DENVER

Katherine A. Ruffatto Hall - Building Information
1999 E. Evans Ave
Denver, CO 80210

MCE STUDENT ID - SWIPE ACCESS HOURS*

M - F 6:00 am – 9:00 pm	Saturday 8:00 am – 9:00 pm	Sunday 10:00 pm - 9:00 pm
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*Katherine A. Ruffatto Hall is closed on all University of Denver Holidays and campus closures.

Currently, our building remains closed to the public. Access is available to members of the DU community by scanning your DU ID card.

If you need after hours or holiday access, reach out to: pcard@du.edu 303-871-4545 and tamara.tabb@du.edu 303-871-2325 a minimum of **3 days prior** to the date requested.

4th Floor

Shared with Learning Effectiveness Program (LEP)

LEP programs provide testing and/or tutoring for students who have accommodation needs.

The 4th floor is a Quiet Zone – please respect this important work and keep noise down while waiting for class on the 4th floor.

Use of boardroom KRH 401 aka MTN VIEW ROOM by reservation only

Building Access

Issues with accessing Ruffatto Hall with your ID Card?

Email your name and 87# to pcard@du.edu, card.access@du.edu, and tamara.tabb@du.edu

Building Manager

Tamara Tabb

KRH 212

303-871-2325

tamara.tabb@du.edu

Campus Safety

EMERGENCY 911 then 303-871-3000

Non-Emergency 303-871-2334

Campus Safety Emergency Notifications

The University of Denver's Department of Campus Safety maintains an emergency notification system to provide timely warnings and updates regarding emergencies on or near campus. Emails are automatically generated to all DU addresses, and text notifications are also available to all members of the DU community; however, it is up to each individual to register for text notifications by following the instructions listed on the next page.

Instructions for Activating Emergency Notifications

Sign-up for emergency notification services provided by Campus Safety at

<https://www.du.edu/campussafety/du-alerts>

When the system will be used

- An impending emergency
- An actual emergency
- Updates regarding a current emergency
- School closures due to weather or other circumstances

These alerts will provide:

Timely and accurate information regarding an emergency which can be the difference between life and death. The Office of Emergency Preparedness and Fire Safety maintains this Emergency Notification System capable of pushing out emergency messages to everyone affiliated with the University of Denver in a very short period of time. You can receive messages via, email, telephone or text message by signing up.

Most Common Alerts:

- **Lock Down** – Lock Down means the threat is inside the building. Stay out or get out of the building. You will not have access to the building with an ID card.
- **Lock Out** – Lock Out means the threat is outside the building. Stay inside the building until given the all-clear. You will have access into the building with an ID card.
- **Shelter-in-Place** - Shelter-in-Place means to stay inside or go in the nearest building when a disaster strikes.
- **Evacuate** - Evacuate means the area or building is not safe. You must leave and go to a shelter or other place away from the area so you may stay as safe as possible until the emergency is under control.



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DU Safe App Official DU Safety App

DU Safe is an essential tool to enhance your safety at University of Denver. The app will send you important safety alerts and provide instant access to campus safety resources. DU Safe is the official mobile safety app Of University of Denver.



DU Safe's benefits include:

- Safety notifications: Receive instant notifications and instructions from campus safety when on-campus emergencies occur.
- Emergency help: contact campus safety staff quickly for help in an emergency.
- Campus safety resources: access all important safety resources in one convenient app.

EMERGENCY CONTACTS

Medical, Police, or Fire – **911**

DU Campus Safety – (Emergency) **303-871-3000**

National Suicide Prevention Hotline – **1-800-273-8255**

Poison Control Center – **1-800-222-1222**

Emergency contacts for Katherine Ruffatto Hall

Name	Title/Department	Room #	Phone
1. Michelle Knight Manuel	Dean of the College	326	303-871-3055
2. Maria Salazar	Associate Dean	324	303-871-3772
3. Marc Guerrero	Associate Dean	322	303-871-4573
4. Tracee Duerson	Assistant Dean	116	303-871-2496
5. Mathew Lichini	Assistant Dean	314	303-871-7402
6. Tamara Tabb	Building Manager	212	303-871-2325
7. Alexandra Walch	Executive Assistant	325	303-871-3665
8. Joshua Davies	Head of IT	114	303-871-6116



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Computer Lab Suite 210

Open hours: Mon.-Friday. 8 am-9 pm Sat. 8 am-5 pm Sun. **Closed**

Closed during academic breaks

Hours may change with holidays or staffing schedules. Signs will be posted indicating when there are changes.

Directory

Request a copy of the most recent building directory by emailing Tamara.Tabb@du.edu

Heating, Ventilation, & Air Conditioning

To maintain an environment conducive to the educational objective of the University, the building temperature, when occupied, should be no higher than 72 degrees during the heating season and no lower than 76 degrees during the cooling season.

Kitchens

- Located on floors 1-3
- 4th floor has a private kitchen for LEP only
- Coffee and tea are provided for students, faculty, and staff, as are eating utensils, cups, etc.
- You may use the ceramic cups/plates and metal flatware, however, please clean dishes when finished or place in the dishwasher
- Dishwashers run on Friday afternoons and are emptied on Monday mornings
- Unmarked food containers are discarded on a weekly basis
- Please be respectful and clean up after yourself
- Do not leave messes or dishes in the sink (clean yourself or put in dishwasher)
- Report maintenance and cleaning issues to the Building Manager

Lactation Room (COMING FALL 2023)

KRH 221. Located near the computer lab, this private space is used for nursing parents. The door remains unlocked unless the room is in use.

Meditation and Privacy Room

KRH 224. Located near the computer lab, this quiet space is used for prayer & meditation. Please remove your shoes before entering the room. The door remains unlocked unless the room is in use.

Student Lockers

2nd floor by computer lab. They will lock for a maximum of 12 hours, after which they automatically unlock. Make sure to retrieve your items before your 12-hour time limit is up, and do not leave items in lockers overnight.



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Suggestion Box

We want to hear from you! Suggestion boxes are located throughout the building. Including the Meditation and Privacy Room (224), COESA Corner (124), and the 1st-floor welcome desk.

Tech Support

Located in the 2nd-floor Computer lab (210)

Email: MCE.Support@du.edu

Call: **303-871-3222**

Tech Support **is not** available on Sundays

Important University Contacts

Center for Advocacy, Prevention & Empowerment (CAPE)	303-871-3853
Disability Services	303-871-3241
Environmental Health & Safety	303-871-7501
Facilities Service Desk	303-871-2200
Health and Counseling Center	303-871-2205
Learning Effectiveness Program (LEP) Director	303-871-7712
Mail Services	303-871-3187
MCE Information Technology	303-871-3222
Office of Equal Opportunity & Title IX	303-871-7016
Office of Graduate Education	303-871-2706
Pioneer ID Card Office	303-871-4545



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KATHERINE A. RUFFATTO HALL RENTAL POLICY
USING THE 25LIVE SYSTEM to SCHEDULE A MEETING or EVENT

Definitions:

A **MEETING** is a one-time or recurring gathering that requires minimal planning and support. Meetings must be scheduled **at least 3 business days in advance** to allow time for scheduling review and approval.

An **EVENT** is a one-time or recurring occasion that requires multiple areas of coordination between the event host and outside services including catering, parking, custodial, conversions, etc. Events typically include more than 25 participants, are generally scheduled in on-classroom spaces, and must be scheduled **at least 10 business days in advance**.

Booking Policies

1. Classrooms cannot be booked in advance of the Registrar's academic scheduling timeline. Academic scheduling takes priority in the booking of all classrooms. **Please note** - if you request a classroom ahead of schedule, your reservation might be on hold or canceled.
2. MCE staff reserves the right to charge for damages to the physical space(s) of Katherine A. Ruffatto Hall that events and/or guests have created. MCE will request a budget number to cover the cost of returning furniture to the room's default layout or custodial services.
3. Rooms are reviewed and approved on a 1st come 1st served basis **AFTER** the academic schedule has been confirmed for the quarter.

Request Meeting or Event Space

- Log on to the 25Live: <https://25live.collegenet.com/du/> and select Event Form
- Fill out all required fields with as much detail as possible.
 - You can request a specific space depending on your event details, the system will tell you what rooms are available for your event.
 - Be sure to fill out the event type
 - Include specific tech requests for your meeting or event in your initial request including set-up time
 - Services must be requested a **minimum of 10 business days** prior to your event
 - **You**, the requester, are responsible for placing all necessary work orders/requests
- Only the Morgridge College of Education faculty, staff, and students can request spaces in Ruffatto Hall without a rental fee
- Room/Event Requests placed by MCE faculty, staff, and students on behalf of an external organization must go through Conference & Event Services (CES)



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- Anyone outside of the Morgridge College of Education must go through Conference and Event Services (CES) to reserve a space. Email: events@du.edu Website: www.events.du.edu or Phone: 303-871-4333
- If you need to **cancel a reservation** you must reply to your 25Live Confirmation email
- User Guides for 25Live are available at <https://events.du.edu/internal-events/>

RESERVABLE SPACES IN KATHERINE A. RUFFATTO HALL

Classrooms (Capacity)	Meeting Spaces (Capacity) & Door Status	Event Spaces (Capacity) & Door Status
122 - (25) 134 - (15) 202 - (40) 204 - (40) 302 - (35) 304 - (25) 305 - (37) 306 - (35) 408 - (32) 409 - (32) Outdoor Classroom - (10-75)	105 - Boardroom (40) * Door 121 - Meeting Room (8) * Door 203 - Meeting Room (8) * Door 206 - (14) Turret Room * Open 234 - (12) Turret Room * Open 334 - (11) Turret Room * Open 345 - (8) Meeting Room * Door 401- Mountain View Room * (20) Door	105 - Boardroom (40) * Door 106 - Commons (100) * Open 401- Mountain View Room * (20) Door

* Spaces that **cannot** be used for a class

AV DETAILS

Classrooms Camera or Zoom	Meeting Spaces Cameras or Zoom	Event Spaces Cameras or Zoom
122 - Zoom 134 - Camera 202 - Zoom 204 - Zoom 302 - Zoom 304 - Zoom 305 - No 306 - Zoom 408 - Zoom 409 - Zoom	105 - Zoom 121 - Zoom 203 - No 206 - No 234 - No 334 - No 345 - No 401 - No	105 - Zoom 106 - Zoom (w/ limited audio functionality) 401 - No



Classroom AV/Tech Support

If you need assistance setting-up technology that is already included within classrooms, please call MCE Support at **303-871-3222**.

EVENT PLANNING

Please Note: Catering, audiovisual equipment, technical support, parking, room setups, and custodial services are **not** included with room reservations and must be requested separately. **YOU**, the requester, are responsible for placing all work requests.

Information for event support is included in the 25Live CONFIRMATION email.

Planning

- Conference and Event Services (CES) – for a fee, CES help with event planning logistics
- Call 303-871-4333, email events@du.edu, or visit www.events.du.edu

Catering

- On-campus catering. Sodexo has an online catering ordering system: CATERTRAX at <https://duflavours.catertrax.com/> you can pay with a budget number or credit card.
- External caterers are allowed in Ruffatto Hall. Access and visitor privileges must be set-up at least one week of your event through the Building Manager.
- **A Certificate of Insurance** is required for external caterers and vendors
- Contracts with external vendors (incl. caterers) must go through the procurement routing process. See: <https://www.du.edu/sharedservices/vendors/insurance-requirements>

Custodial

- **Any** booking in an **Event Space or your meeting/event includes food and beverages**, requires **YOU** to place a custodial work request in order to keep our building properly cleaned and maintained.
- **Requests made online at:** <http://fac-work-orders.du.edu:81/home.html> Enter the room in which the event will occur and give a description including event times and what the event will entail. You will also need to include an organization number for the charges.
- You must be on campus or logged into DU's VPN to access the facilities work order system

Event Set-Up and Tear Down (Conversions)

- Conversion services - for table/chairs setup schedule conversion services through the following website: www.du.edu/facilities
- Always ask conversions to set-up **AND** return the room to its default setting after your event



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- Failure to return the room to its default set up will result in an additional charge
- You must be on campus or logged into DU's VPN to access the facilities work order system

Parking

- Guest permits can be requested through parking services at <https://www.du.edu/parking/special-event-parking>

Tech Support and A/V rental

- Any technology needs or equipment rental or tech support needs must be confirmed through your 25Live request or email tamara.tabb@du.edu a **MINIMUM of 10 business days in advance** of your event.
Late requests may not be confirmed and/or you will be charged a late request fee

Questions

Reach out to the Building Manager with 25Live or event planning questions.



Morgridge College of Education - Katherine A. Ruffatto Hall Open Flame Policy

Vision Statement

This policy provides information and establishes general procedures for the management and safe operation of Katherine A. Ruffatto Hall (KRH).

Policy Overview

The following policy has been established to provide for the health and safety of all faculty, staff, students guests and/or visitors; for the protection, efficient use, and enjoyment of KRH; and for responsible management and operation of KRH.

Policy Statement

Katherine A. Ruffatto Hall (KRH) and University of meet all requirements set forth by the Denver Fire Code and National Fire Protection Association guidelines. This will establish guidelines to help prevent fires in KRH.

Policy

Open flames, of any type and/or variety are strictly prohibited in Katherine A. Ruffatto Hall by the University of Denver and Denver Fire Code.

The following are a few examples of open flames that are not allowed:

- Candles & incense
- Smoking implements (cigarettes, hookahs, lighters, matches, etc.)
- Gas cooking devices (propane grills, camp stoves, etc.)



Morgridge College of Education - Katherine A. Ruffatto Hall Pet Policy

Vision Statement

The University of Denver, Katherine Ruffatto Hall (KRH) and the Morgridge College of Education (MCE) recognize the tremendous value pets and service animals bring to people. We strive to create a welcoming and inclusive environment for pets, service animals, and their handlers.

Policy Overview

The following policy has been established to provide for the health and safety of Katherine Ruffatto Hall (KRH) faculty, staff, students and visitors; for the protection, efficient use, and enjoyment of KRH; and for responsible management and operation of KRH.

Reason for Policy

- The presence of pets and service animals can benefit the health, happiness and wellbeing of our faculty, staff, students and visitors. However, animals may also be disruptive, dangerous, and present hygiene and/or other property damage problems.
- Ensuring the health and safety of the KRH community while preserving the integrity of its grounds, buildings, and other property; and support a healthful educational environment that respects the rights of individuals.

Policy Statement

Anyone bringing, controlling or supervising an animal in KRH, must comply with the following requirements:

1. Animals with a history of injuring persons or property are not allowed in KRH.
2. Animals shall not be disruptive (e.g., barking inside the building, pawing at, climbing on, or intimidating passersby).
3. Animals shall always be on a leash.
4. Animals shall not be left unattended.
5. The animal's handler shall properly dispose of all animal waste - in KRH and on all University of Denver property.
6. The animal's handler and/or owner are personally responsible for all damages and injuries caused by the animal. The University of Denver's and/or the Morgridge College of Education's liability insurance will not cover the animal's owner.

Sanctions



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- Any owner/handler who is a member of the University community who fails to follow these guidelines may be subject to the corrective action procedures contained in the University of Denver staff, academic, or student policies, as applicable.
- Any owner/handler who is not a member of the University of Denver community who fails to follow this policy may be asked to remove the animal from KRH and University of Denver property, and may be considered a trespasser on KRH and University of Denver property if the owner fails to promptly remove an animal as requested.

