CSU Denver Center and Event Atrium, 475 17th Street, Denver, CO 80202, is located in downtown Denver, at the intersection of 17th and Glenarm Streets; with easy access to I-25, Light Rail, and the 16th Street Mall.

- The Event Center is a large, contemporary open space.
- Audio, visual, microphones, sound system, DVD and laptop hookup, a large-scale projector, and theatre screen are available in various spaces.
- Mac option available, adapter not provided.
- Both wired and wireless microphones are available.
- The Event Atrium patio is covered and available year-round with one week advance notice.
- All spaces are ADA accessible, including a common area off the elevator, lobby, and restrooms.
- Available for event use are the caterer's kitchen which includes two refrigerators, an ice machine, sink, counters, and a microwave.
- Additional furniture rentals may be delivered one day prior to the event and caterers may set up two hours prior and remain up to one hour after the event ends.
- An on-site loading dock is available for 15 minute increments or for an extended period at caterer's request.
- Floor plans of the spaces are included in the following pages.
- Signage for events may be requested to welcome and direct attendees.
The CSU Denver Center provides space for a variety of events and gatherings. The main event atrium accommodates up to 50 for a lecture, 80 for a seated dinner and up to 150 for a reception. The patio accommodates 22 for a seated event and up to 50 for a reception.

**First Floor**

**Conference Room**
- Two TV screens, video conference, and conference call capabilities
- Room Size: 24’ 6.75” l x 22’ 11” w
- Capacity: 20 Exec. Chairs

**Second Floor**

**Conference Room**
- Projector, screen, and conference call capabilities
- Room Size: 24’ l x 12’ w
- Capacity: 14 Chairs

**Event Atrium**
- Access to CSU green linens, three 8’ tables, two 6’ tables, four bistro tables, and 50 reception chairs
- Main Room Size: 44.5’ l x 34.5’ w
- Capacity: 30-150 (see event types)
Also available are A/V services, including projector, overhead music, and microphones (1 cord, 1 wireless)

Main Room Size: 44.5’ l x 34.5’ w
Capacity: 30-150 (see event types)

Projector, screen, and conference call capabilities

Room Size: 20’ l x 16’ w
Capacity: 10 Chairs

Event decorations are allowed, but may not be attached to the walls.

Additional prohibited items include, glitter, confetti, candles, and fire.

Please review all planned decorations with your CSU Denver Center contact prior to bringing it for the event.

To reserve the space please complete the reservation form on page 6 of this packet.

A completed form must be submitted at least one month prior to the event, or reservation may be released to other groups.

Your will receive an e-confirmation after your reservation has been successfully submitted.
Parking Options

Daytime (before 4 pm)
401 17th St., Denver, CO, Us 80202
Comfort Inn, Denver
Phone: 303.296.0400
Valet Parking is available at the Comfort Inn for:
• $10 for 0-3 hours
• $15 for 3-8 hours
• $26 for 8-24 hours

555 17th Street Parking Garage (enter of Glenarm)
• $18 maximum after 90 minutes

1730 Glenarm Parking Garage (between 17th and 18th on Glenarm)
• $9 public parking must exit by 6 pm
• Central Parking System: 303.893.9402

Corner of 18th and Glenarm (SW corner)
• $6/1st hour with a $14 max
• Central Parking System: 303.893.9402

Corner of 18th and Glenarm (next to Shelby’s Bar & Grill)
• $6/hour with a $12 max
• Central Parking System: 303.893.9402

Corner of 18th and Glenarm (NE corner)
• $6/hour with a $12 max
• Ampco System Parking: 303.573.8121

Evenings (after 4 pm)
410 17th Street Garage
Between 16th and 17th on Tremont
• $5 after 4 pm

Corner of 18th and Glenarm (SW corner)
• $7 /between 4pm-6am all dat Sat. & Sun.

Corner of 18th and Glenarm (next to Shelby’s Bar & Grill)
• $5 /between 4pm-6am and all day Sat. & Sun.
• Central Parking System: 303.893.9402

Corner of 18th and Glenarm (NE corner)
• $5 /between 4pm-6am and all day Sat. & Sun.
• Ampco System Parking: 303.573.8121

Anytime Options
Parking Meters are located on all streets surrounding the CSU Denver Center, for $1 /hr.
Choose your own caterer, or work with our recommended caterers (below), for your food, beverage, and rental needs.

All caterers must be licensed. A licensed and insured bartending service is required to serve alcohol.

Recommended potential caterers are listed below. These caterers are familiar with the building and all building policies.

<table>
<thead>
<tr>
<th>Caterer</th>
<th>Phone</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biscuits &amp; Berries Catering Co.</td>
<td>303.277.9677</td>
<td><a href="http://biscuitsandberries.com">http://biscuitsandberries.com</a></td>
</tr>
<tr>
<td>Centennial Catering</td>
<td>303.949.6263</td>
<td><a href="http://centennialcateringinc.com">http://centennialcateringinc.com</a></td>
</tr>
<tr>
<td>Footers Catering</td>
<td>303.762.1410</td>
<td><a href="http://footerscatering.com">http://footerscatering.com</a></td>
</tr>
<tr>
<td>Occasions by Sandy</td>
<td>303.789.1867</td>
<td><a href="http://occasionsdenver.com">http://occasionsdenver.com</a></td>
</tr>
<tr>
<td>SAVA</td>
<td>303.972.1704</td>
<td><a href="http://savacatering.com">http://savacatering.com</a></td>
</tr>
</tbody>
</table>

**CSU Denver Center Policy**

- To reserve the space please complete the following registration form. The completed form must be submitted at least one month prior to event or reservation will be released to other groups.

- Usage of the Colorado State University Denver Center is limited to university-sponsored groups. In order to be a university-sponsored event, a representative from the hosting department must be present at the event.

- Groups without a direct CSU connection may be granted access to the CSU Denver Center based on partnership with the university, or a nominal fee.

- For CSU events, the Ram Zone Bookstore may remain open upon request and attendees are granted a 10% discount on one item purchased during the event.