

Colorado State University (CSU)  
Agricultural Experiment Station (AES)  
Agricultural Research, Development and Education Center (ARDEC)



# Reservation Request Form

\*ARDEC Conference Center  
\*ARDEC Headquarters Building

\*CoBank Center for Ag Education  
\*Tour Reservation Request

Date: \_\_\_\_\_

Department Sponsorship: \_\_\_\_\_  
Sponsoring department will accept all liability and will be responsible for all expenses charged by Facilities Management which could include, but is not limited to trash service fees, additional clean-up charges, and repair or replacement costs, if applicable.

Organization Requesting: \_\_\_\_\_

Name of Faculty/Host: \_\_\_\_\_  
Host will accept all liability and will be responsible for all expenses charged by Facilities Management which could include, but is not limited to rental fee, trash service fees, additional clean up charges and repair or replacement costs if applicable.

Contact Name: \_\_\_\_\_

Date/s: \_\_\_\_\_ Set-up Start Time: \_\_\_\_\_ Set-up End Time: \_\_\_\_\_  
Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

Title of Event: \_\_\_\_\_

Purpose of Event: \_\_\_\_\_

Contact Phone #: \_\_\_\_\_ Contact Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

University Affiliation: Yes \_\_\_\_\_ No \_\_\_\_\_ # People Attending Event: \_\_\_\_\_

Is a fee being charged to attend or participate in this event? Yes \_\_\_\_\_ No \_\_\_\_\_  
If a fee is being charged to attend/participate in the event and your event has "Department Sponsorship", the sponsoring Department Head must sign this Reservation Request form.

Is this event invitation only? Yes \_\_\_\_\_ No \_\_\_\_\_ Must the attendees pre-register? Yes \_\_\_\_\_ No \_\_\_\_\_

Is the event open to the public? Yes \_\_\_\_\_ No \_\_\_\_\_

Event attendance; Please choose one or more of the following:

Faculty \_\_\_\_\_ CSU Students \_\_\_\_\_ Community \_\_\_\_\_ Alumni \_\_\_\_\_ 4-H/FFA \_\_\_\_\_

Is this event advertised (group e-mail, website, newspaper, radio, etc.)? Yes \_\_\_\_\_ No \_\_\_\_\_

**Facility Requested:** Check all that apply

**ARDEC Conference Center: 4482 E. County Rd. 56, Fort Collins, CO**

Taylor Auditorium \_\_\_\_\_ Classroom \_\_\_\_\_ Conference Room \_\_\_\_\_ Kitchen \_\_\_\_\_ Whole Facility \_\_\_\_\_  
(Capacity 299 w/274 bleacher seats) (Seats 50) (Seats 14)

If using the Taylor Auditorium, will your event need the bleacher seats pulled out? Yes \_\_\_\_\_ No \_\_\_\_\_  
Please check which sections: Center \_\_\_\_\_ West \_\_\_\_\_ East \_\_\_\_\_

Will non CSU animals be brought onto facility grounds? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, reference type, quantity and purpose for bringing animals onto site under the event description area. Additional forms may need to be completed to comply with CSU requirements.

**CoBank Center for Agricultural Education: 4492 E. County Rd. 56, Fort Collins, CO**

CHS Technology & Distance \_\_\_\_\_ Rocky Mountain Agribusiness \_\_\_\_\_  
Learning Classroom #105 (Seats 25) Association Conference Room #121 (Seats 12)

Colorado Farm Show \_\_\_\_\_ Colorado Farm Bureau \_\_\_\_\_ Commons area \_\_\_\_\_ Kitchen \_\_\_\_\_  
Classroom #104 Classroom #103 (Capacity 120)  
(Seats 46) (Seats 46)

**ARDEC Headquarters Building: 4616 NE Frontage Road, Fort Collins, CO**

Conference Room \_\_\_\_\_ Covered Outdoor Picnic Area \_\_\_\_\_ Kitchen \_\_\_\_\_  
(Seats 20) (Seats 80)

***Food and Beverages:*** Please complete in full

**Meal Served:** Yes \_\_\_\_\_ No \_\_\_\_\_ If Yes, please briefly explain food service to be provided and name of licensed vendor. CSU Facilities Management trash service fee may be applicable if food is provided.

\_\_\_\_\_

Please note that no ARDEC kitchen facilities are licensed and food preparation is prohibited. The kitchen(s) may be used only to serve food from licensed vendors.

**Alcohol Served:** Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, type of alcohol to be served? \_\_\_\_\_

If alcohol is served, additional forms must be completed, liquor licensing requirement must be satisfied and liquor liability insurance may be required by CSU Risk Management.

**NO ALCOHOL IS ALLOWED ON PREMISES WITHOUT EXECUTION OF REQUIRED FORMS AND APPROVAL GRANTED.** Food and/or Alcohol must be approved by CSU Environmental Health and CSU Risk Management 10 working days prior to the event date.

**Special requests:**

Note: Host is responsible for set-up, break-down, cleaning and any damages incurred or associated fees.

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**Event/Tour description:** (please provide a description of event and reference if animals will be brought on ARDEC grounds):

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**DEPARTMENT HEAD OF SPONSORING DEPARTMENT AND FACULTY HOST or EXTERNAL USER:**

Signature: \_\_\_\_\_

Printed name and Title: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed name and Title: \_\_\_\_\_

Date: \_\_\_\_\_

PLEASE RETURN SIGNED EXECUTED FORM TO: [Brenda.Williams@colostate.edu](mailto:Brenda.Williams@colostate.edu) or fax to 970-491-2355.