

Scheduling Events and Use of Facilities at ARDEC

Dear ARDEC Users of facilities and meeting space,

We are excited to announce that **Nathan Clark has recently assumed daily oversight of the ARDEC Conference Center** in addition to his historic oversight of the CoBank Center for Ag Education. Nathan has taken on the role of building proctor and is the primary point of contact for all activities and work orders related to the ARDEC Conference Center and CoBank Center for Ag Education.

When scheduling any event at ARDEC, please refer to the information at the bottom right corner of the ARDEC Home page: <https://aes-ardec.agsci.colostate.edu/>. There are calendars for the various facilities to let you know the availability of the facilities and two important links. Please note only *approved* events are shown on the calendars, in addition to current classes by the CSU Registrar Office.

The first link below the calendars is for external events, CSU club events and tour reservations. Please fill out this form and return to Nathan Clark, Nathan.Clark@colostate.edu, if you want to use the **CoBank Center for Ag Education** or the **ARDEC Conference Center** (both meeting facilities on the north side of CR 56). For **tours** or to use the **ARDEC Headquarters Building** (south of CR 56) please return the form to Brenda Williams, Brenda.Williams@colostate.edu.

The second link below the calendars is for CSU faculty and staff reservation requests for internal meetings. This link will direct you to CSU's Event Management System, <https://schedule.colostate.edu/EMSWebApp/>. This system will only allow reservations if your event is more than two weeks away. If your event is less than two weeks away, please contact Nathan Clark, Nathan.Clark@colostate.edu for use of **CoBank Center for Ag Education** or the **ARDEC Conference Center** and Brenda Williams, Brenda.Williams@colostate.edu for use of **ARDEC Headquarters Building**. It is a good idea to contact Nathan before engaging the Event Management System so he is aware of your need and will look for the notification from EMS and get your event approved in a timely manner.

Thank you for cooperation around scheduling events at ARDEC.

Regards,

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