



# Liniger Building at CU South Denver

UNIVERSITY OF COLORADO

## FAQ and Location Rules for CU Faculty and Students

As of January 21, 2016

<http://www.ucdenver.edu/about/southdenver>

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## 1. What do I need to know about parking at the Liniger Building at CU South Denver?

Parking is free of charge and is available anywhere within the provided parking lots south of the building. In addition to serving as a location for CU classes, the Liniger building also houses a museum and movie theatre and is used as a community event space. When there is a large community event scheduled on a day when CU classes are in session, part of the lot may be blocked off for CU student parking only. When this occurs, the area designated for CU students will be identified with signage and in some cases, personnel will be directing cars to the appropriate section.

Please note that vehicles left more than one night may be towed. If you find yourself in a situation where you cannot move your car, please contact the Assistant Vice Chancellor for Program Operations at 303-315-9405.

There is also limited bike parking located in between the two parking lots (north side). Bikes may not be stored in the Liniger building.

## 2. Is it possible to take the Light Rail to CU South Denver?

Yes, if you are traveling from Denver, the nearest RTD Light Rail station is the Lincoln station at Park Meadows Drive and Lincoln Avenue. If you take the light rail to the Lincoln station, you can transfer to the [410 RTD bus route](#) to get to the CU South Denver location. You will be dropped off/picked up at the “Jefferson Parkway” stop on Lincoln in front of the Liniger Building. For CU Denver students, note that the E and F lines both run between the Lincoln station and downtown and both have Auraria campus stops. If you need additional assistance, please come to the CU Desk, which is located through the front doors of the building and to your immediate right, or call the Student Services Coordinator at 303-315-9406.

## 3. What are the hours of the Liniger Building? What hours are CU South Denver classes in session? Where do I enter the building?

During semesters, the Liniger Building is open for student study and classes as follows:

Day	Building Open	Building Close
Monday	6:30 a.m.	10:30 p.m.
Tuesday	6:30 a.m.	10:30 p.m.
Wednesday	6:30 a.m.	10:30 p.m.
Thursday	6:30 a.m.	10:30 p.m.
Friday	6:30 a.m.	6:30 p.m.
Saturday	8:30 a.m.	6:30 p.m.
Sunday	8:30 a.m.	6:30 p.m.

If there is an evening event that will keep the building open longer than any of the times above, students and faculty are welcome to stay in the building to work. A security officer will provide notice of when the building is closing in situations like this.

The facility may post changes to these hours.

On holidays when there are no classes (Labor Day, Memorial Day, etc.) or CU Breaks (Thanksgiving week or Spring Break), building hours will be abbreviated as follows:

Day	Building Open	Building Close
Monday - Friday	8:00 a.m.	6:30 p.m.
Saturday	8:30 a.m.8:00 a.m.	6:30 p.m.
Sunday	8:30 a.m.	6:30 p.m.

The museum is open to the public every day from 9:30 a.m. until 5:00 p.m. except for Thanksgiving and Christmas when it is closed.

CU South Denver faculty and students are encouraged to enter and exit the building through the entrance by the theater or through the Main Entrance.

Security personal are in the building until students leave and will ensure that all CU faculty and students have exited each day after the last class ends. If an escort to the parking lot is needed, contact the Security Office at 303-315-9454.

#### 4. I need an ID badge to have access to some parts of the Liniger Building. Where do I get a badge and to what does it give me access?

Students and faculty can get a badge at the CU desk located just past the museum admissions desk on the first floor. In order to get a badge, you will need to provide a CU ID, driver's license or similar government-issued picture ID and contact information so that we can provide notification in the event of building closure or safety issues. We will verify you are enrolled in a class or scheduled to teach a class before issuing a badge.

CU South Denver students and faculty do not need their badges to gain access to the facility itself (see building hours above). Badges allow access to the classrooms, computer lab, the nursing simulation lab, and faculty have access to a new landing zone in the basement, as well as two study rooms designated for faculty/student meetings.

#### 5. Can I get something to eat at the Liniger Building?

Yes, the Liniger Building café serves a variety of options including wraps, sandwiches, salads, snacks and various beverages. The café is open during the following hours when classes are in session:

Day	Café Open	Café Close
Monday - Thursday	7:30 a.m.	7:00 p.m.
Friday	7:30 a.m.	4:00 p.m.
Saturday - Sunday	8:30 a.m.	4:00 p.m.

The facility may post changes to these hours.

There is a vending machine for soft drinks located on the 2<sup>nd</sup> floor in the Student Commons area. Students and faculty may also bring food from home and store it in a refrigerator in the Student & Faculty Lounge in the basement. There are also microwaves in the basement lounge to re-heat food. Food from home should not be eaten in the cafe.

## 6. What new offerings are there in the café?

There are a variety of new food and beverage options in the renovated café including new sandwiches and salads, a daily soup, a daily hot entrée special, and a variety of coffee drinks. In addition, alcoholic beverages (wine, beer, liquor) will be available for purchase from 3 p.m. – 7 p.m. Alcohol purchased by patrons 21 and older and may be consumed in the café, but is not permitted in other parts of the building unless part of a CU South Denver sanctioned event.

## 7. What other amenities are available to students and faculty at CU South Denver?

Computers and printer: When not scheduled for class use, the computers and the printers in the computer lab (N202 on the second floor) are available for student use (see schedule posted outside of room). Currently there is a printer for each campus offering classes here (CU Denver, Anschutz, Boulder). So for example, if you are a CU Boulder student, you would print from the CU Boulder printer. Instructions for printing are posted near each printer.

Student Commons: This is a spacious area on the 2<sup>nd</sup> floor of the building with comfortable seating, tables, chairs, soda machines, and two small study rooms. Please contact security if you find museum visitors using this area.

Lactation Room: This a room located on the second floor, near the Science on a Sphere, which provides seating, a table and outlets for mothers who need a private space for breastfeeding or other lactation needs. The room can be locked while in use.

Faculty Landing Zone: A new faculty resource room where faculty can work before or after class, is located in the basement of the Liniger Building. There are private cubicles faculty can schedule for assigned, dedicated use and more flexible landing space as well. To schedule one of the private work spaces, faculty should contact the Student Services Coordinator, 303-315-9406, or stop by the CU Desk. Several computers are available for faculty use, but faculty can also use personal laptops to access the CU network. Lockers are available in the Faculty Landing Zone for secure storage. This area is limited to faculty access.

Charging Station: There is a high top study table in the hallway outside of Classroom N203 equipped with outlets to charge electronic devices and several Ethernet cables to connect laptops to the internet. There is another high top study area in the Student Commons that has outlets for charging devices. Electronic devices should not be left unattended when charging.

Lockers: There is a bank of lockers located in the basement which are available to students and faculty who need to store belongings during the day. To gain access, contact the Student Services Coordinator at 303-315-9406.

The CU Desk mentioned previously is the place where you will get an ID badge, but is so much more! The Student Services Coordinator is available at the CU Desk to answer questions about the location, course offerings, IT services, and connect students with their home campus resources like financial aid, billing, course registration, among other things. If you have questions, call the CU Desk at 303-315-9406 or stop by when you are in the building.

For Spring 2016, the CU Desk is open during the following times:

Day	CU Desk Open	CU Desk Close
Monday	9:00 a.m.	7:00 p.m.
Tuesday	9:00 a.m.	7:00 p.m.
Wednesday	8:00 a.m.	5:00 p.m.
Thursday	9:00 a.m.	7:00 p.m.
Friday	7:30 a.m.	1:30 p.m.
Saturday	8:30 a.m.	10:30 a.m.
Sunday	N/A	N/A

On Saturdays the CU Desk will be staffed when a class is in session (not every Saturday). These times are subject to change based on current class schedule and the needs of our students.

The facility may post changes to these hours.

## 8. [What resources are available to me at the Liniger Building?](#)

Library: Virtual library services are available to students taking classes at the Liniger Building. Library users overwhelmingly prefer digital over print media, and thus typically experience the library virtually, accessing information resources such as e-journals and e-books, databases, and tutorials online through libraries. For example, students enrolled in the CU Anschutz Nursing program can access the Health Sciences Library on the Anschutz Medical Campus. For the latest information about library services, refer to the libraries resource page on our CU South Denver website.

Writing Center: The CU Denver Writing Center offers a satellite location at CU South Denver staffed approximately 20 hours per week. Appointments will be scheduled and managed via

WCOonline (<https://ucdenver.mywconline.com/>) and students should schedule appointments in advance. Walk-in appointments will be accepted based on the availability of writing center staff. The Center is available to any CU student. The writing center staff will be at CU South Denver during the following times:

Day	Writing Center Open	Writing Center Close
Monday	11:00 a.m.	2:00 p.m.
Monday	3:00 p.m.	7:00 p.m.
Tuesday	11:00 a.m.	2:00 p.m.
Tuesday	3:00 p.m.	6:00 p.m.
Wednesday	3:00 p.m.	6:00 p.m.
Thursday	3:00 p.m.	6:00 p.m.
Friday	11:00 a.m.	2:00 p.m.

9. If students or faculty need accommodation for a disability, who should they contact?

Faculty should follow their home campus policy for offering accommodations for students registered with disabilities. Contact our Student Services Coordinator at 303-315-9406 or [paul.wood@ucdenver.edu](mailto:paul.wood@ucdenver.edu) if accommodations are granted that require facilities-related considerations such as a separate location for test-taking.

10. Are there places to study at the Liniger Building?

Yes. There are eight study rooms in the Liniger Building where students can study. On the 2<sup>nd</sup> floor in the student commons, there are two smaller study rooms that can accommodate three to four people. In the basement, there are six study rooms where groups of up to six people can study.

## 11. What parts of the Liniger Building can be used by CU South Denver students and faculty?

Space for higher education activities has been expanded. Students and faculty can use spaces on all three floors of the building.

<b>Basement</b>	Classrooms (B100, B101), study rooms, Nursing Simulation Lab and Nursing (nursing students and faculty only), Faculty Landing Zone (faculty only), Student & Faculty Lounge, Faculty Landing Zone, testing areas, and mailroom (faculty only)
<b>First Floor</b>	Café, CU Desk, UCCS Outreach space (prospective UCCS students and families), CU Administration
<b>Second Floor</b>	Classrooms (N200, N201, N203, N204), computer lab, Student Commons, vending machines

## 12. What technology is available in the academic classroom spaces?

Each classroom has a screen and a ceiling projector controlled by a computer at the lectern. In addition, each classroom has two mounted speakers and the instructor computer has DVD play capability. If faculty need assistance with technology in the classroom, they may contact our IT Support Staff at 303-315-9426. IT Staff Support is available between the hours of 10 a.m. and 7 p.m. Monday through Saturdays. The facility may post changes to these hours.

Classrooms N204, N203 and B101 have video distance technology allowing for students at CU South Denver to participate in classes taught at an off-site location.

Wi-Fi is available throughout the Liniger Building. Students can access the internet either by clicking on “CUSouthDenver - Guest” Wi-Fi or entering a student username and password.

## 13. Are there rules for use of the academic classroom space?

Yes. The rules are summarized in the following table of **Classroom Do's and Don'ts**:

<b>DO...</b>	<b>DON'T...</b>
Erase white boards after class is over.	Prop classroom doors open unless the room is occupied.
Turn off computers in the computer lab after use.	Have food or drink at tables where there are CU South Denver computers.
Keep a reasonable volume during class sessions so as not to disturb other classes.	Leave food, appliances, class-specific supplies or equipment, waste, or personal property in the classrooms.
Return classroom furniture to original condition and configuration after class.	Remove furniture from the classrooms.

<b>Contact the Student Services Coordinator to:</b>
Schedule use of classroom space. <i>Note that current students and faculty may informally use classrooms to study or prepare when classes or meetings are not in session.</i>
Reserve additional audio/visual services that can't be met with what is available in the classrooms (two weeks' notice required).
Address urgent custodial needs in the classrooms.
Resolve any issues with classroom access.
For any other questions or concerns, go to or call the CU Desk first, call 303-315-9406, or email paul.wood@ucdenver.edu. If no one is there, go to the CU Administrative Offices located on the first floor near the bookstore.

#### 14. Is there a “lost and found” at the Liniger Building?

Yes. To see if a lost item has been turned in, please stop by the CU Desk or call 303-315-9406. The Student Services Coordinator will be able to check for lost items in the building. At the end of each week any items that have not been claimed from the CU Desk will be held in the security office.

#### 15. What are the other uses of the Liniger Building at CU South Denver?

The Liniger Building is a multi-purpose facility. Not only are higher education courses taught in the building, but administrative, scholarship, fund-raising, mandatory trainings, outreach and development activities are also held here. Education and research programs conducted by entities affiliated with CU are permitted when scheduled through CU South Denver staff, as are community, museum, K-12 education, and adult education events. We encourage a diverse and inclusive community where patrons of different backgrounds intermingle with one another.

#### 16. Can CU South Denver students and faculty visit the museum and see movies in the theatre?

CU South Denver students and faculty have free access to the museum but may not attend movies or scheduled events without paying. To enter the museum, students and faculty should present their CU South Denver badge at the admissions desk. Students and faculty may not bring unpaid guests into the museum.

#### 17. Can CU South Denver student organizations meet at the Liniger Building?

Yes, activities organized by a recognized student organization in good standing (both at the time of scheduling and time of the meeting) are permitted, but typically must pay to access the rooms and catering. For more details and to schedule, please contact the Student Services Coordinator, at 303-315-9406.



## 18. Can CU South Denver students host fundraisers at the Liniger Building?

Yes, fundraisers are allowed but parties must pay to reserve the space. All monies collected from a CU-sponsored fundraiser must be deposited into a university account. For more details and to schedule, please contact the Student Services Coordinator at 303-315-9406.

## 19. What kinds of activities are not allowed at the Liniger Building?

A full list of prohibited activities can be found in the CU South Denver Facilities Use Policy and include activities such as skateboarding, tailgating, chalking, climbing external structures on facility grounds, riding bicycles, scooters or other recreational equipment on sidewalks and any other uses that present an unreasonable risk of injury or damage to person or property.

The building may not be used in any manner that makes it appear, whether expressly or implicitly that CU is endorsing a partisan, political, sectarian or religious position.

In addition, there are certain types of activities called “gatherings” which include things like demonstrations or other events not initiated by or managed by CU South Denver staff. These events are allowed but must receive prior approval, procedures for which are outlined in the CU South Denver Facilities Use policy.

## 20. What are the rules related to substance use at the Liniger Building?

Full details related to substance use at the Liniger Building are available in the Facilities Use Policy, which may be obtained from the Assistant Vice Chancellor for Program Operations or the Student Services Coordinator. A summary is listed here:

- Smoking or other tobacco use (including electronic cigarettes) is prohibited inside the building and restricted in outdoor spaces.
- Alcohol is not permitted outside the cafe unless it is part of an event sanctioned by CU South Denver.
- Marijuana is not permitted in the facility or on the property under any circumstances for any purpose.

## 21. Are there any other rules to know about the Liniger Building at CU South Denver?

Yes. The following table summarizes other key rules:

Topic	Definition where relevant	Rule
<b>Canvassing</b>	Solicitation by non-CU person or entity for money, petition signature, personal contact information; offering information about services or sales; and/or distributing literature, samples, or other tangible items anywhere on the property.	Not permitted except for at a Gathering approved in accordance with Facilities Use Policy.
<b>Postings and Advertising</b>	Placing a sign, banner, flier, poster, announcement, or other type of document or material on any wall, door, kiosk, bulletin board, or other surface.	Posting areas for students and faculty are available in the Student Commons and the basement student/faculty lounge. No other postings, including in outdoor spaces, are permitted. Additional rules apply per Facilities Use Policy. Placement of unattended literature is not permitted unless initiated and approved by CU South Denver staff.
<b>Free Speech Area</b>	The area on the property found at: <a href="https://goo.gl/maps/ndhvB">https://goo.gl/maps/ndhvB</a> may be used by the public for discussion or public expressions without scheduling between the hours of 9 a.m. and 5 p.m.	Anyone wishing to make use of the Free Speech Area must contact the CU South Denver Business Services Director about the use in order to help avoid conflicts with a previously scheduled gathering. Additional rules apply per the Facilities Use Policy.
<b>Animals</b>	Animals owned by students or faculty.	Animals are not allowed inside the Liniger building unless they are service animals, or are owned and managed by CU South Denver. Pets are allowed on the grounds but must be on a six foot leash and owners must pick up after their pets.

## 22. Under what circumstances would the Liniger Building be closed?

Students and faculty will be notified by email and/or text message in the event of closure for any reason as well as when there are safety concerns in the immediate vicinity of the Liniger Building. The most likely reason for closure would be due to inclement weather (significant snow accumulation or severe weather). For weather closures or delays, you may also check the weather line at 303-315-9412. The Liniger Building will also post such notices on its website (<http://southdenver.cu.edu/>) and alert the local media.

## 23. If an alarm requires evacuation, what is the procedure?

If evacuation is required, students and faculty will exit the building along with CU South Denver staff and are asked to gather in the west parking lot until clearance is given to re-enter the building. In alarm situations, people may not remain in the patio area.

## 24. If I need access to health care while attending classes at CU South Denver, where would I go?

Students can access health care through their home campus Health Center, but if care is needed nearby CU South Denver, here is a list of area urgent care facilities close by.

Local Urgent Care Facilities	Location	Hours
Sky Ridge Medical Center 720-225-1000	10101 Ridgeway Pkwy, Lone Tree, CO 80124	Open 24 hours
OnPoint Urgent Care 720-255-2350	9695 S. Yosemite St., Lone Tree, CO 80124	M – F: 9:00 a.m. – 9:00 p.m. Sa/Su: 9:00 a.m. – 6:00 p.m.
Urgent Care-Parker 303-683-9393	10345 Parkglenn Way, Parker, CO 80138	M – F: 8:00 a.m. – 8:00 p.m. Sa: 8:00 a.m. – 6:00 p.m. Su: 10:00 a.m. – 6:00 p.m.
20 Mile Urgent Care and Family Medicine 720-974-7210	11355 S. Parker Road, Parker, CO 80134	M – F: 8:00 a.m. – 9:30 p.m. Sa/Su: 8:00 a.m. – 5:30 p.m.

## 25. Key contacts:

Title	Name	Contact Information	What to contact for
Student Services Coordinator	Paul Wood	303-315-9406 <a href="mailto:paul.wood@ucdenver.edu">paul.wood@ucdenver.edu</a>	CU Desk, badging, connect to home campus resources, Student services oversight and scheduling of academic spaces
Assistant Vice Chancellor for Program Operations	Maureen Durkin	303-315-9405 or 303-315-9400 <a href="mailto:maureen.durkin@ucdenver.edu">maureen.durkin@ucdenver.edu</a>	
Assistant Vice Chancellor for Business Operations	Samantha Moreno	303-315-9402 <a href="mailto:samantha.moreno@ucdenver.edu">samantha.moreno@ucdenver.edu</a>	Events, museum, theater, café, and bookstore
Associate Vice Chancellor of Academic Affairs	Joann Brennan	303-315-9401 <a href="mailto:joann.brennan@ucdenver.edu">joann.brennan@ucdenver.edu</a>	Academic program development and pedagogy
IT Site Manager		303-315-9426	Classroom and building IT support
Security Office	Anthony Wylie	303-315-9454	Lost and found, escort to car, overall building security
Facilities	John Schmeiser Paul Thornwall	303-315-9409	Classroom temperature control