

***University of Denver
James C. Kennedy Mountain
Campus***

**BOOKING
GUIDE**



Welcome to University of Denver Kennedy Mountain Campus

Welcome to the James C. Kennedy Mountain Campus – where you can experience Colorado's wild beauty in comfort. Whether you're planning a student retreat, academic weekend, professional gathering, or something in between, this guide will walk you through a simple, action-oriented booking process tailored to your goals.

If you have any questions, please reach out to any KMC staff member listed below. We are happy to help,

Monica McCallum
Associate Director of KMC
Monica.mccallum@du.edu
303-871-5351

Nathan Page
Assistant Director for DU
Outdoors
Nathan.page@du.edu
303-871-3277

Matt Jensen
Assistant Vice
Chancellor of KMCWR
Matt.jensen@du.edu
303-871-3950

Jalen Bazile
Field Manager for DU Outdoors
Jalen.bazile@du.edu
303-871-4569

KMC Welcome Center
Kmc@du.edu
303-871-5355



KMC Booking Process

Step by Step Booking Process Overview

Step 1: Submit Your Event Request

- Start here: KMC Booking Request Form: [Event Request Form](#)
- Tip: Have your preferred dates, group size, and goals ready. A draft schedule or agenda is highly encouraged.

Step 2: Connect with Your KMC Guide

- External and Internal Groups: Monica McCallum, KMC Assistant Director, monica.mccallum@du.edu
- DU Outdoors Groups or Groups with outdoor activities as the primary request: Nathan Page, DU Outdoors Assistant Director, nathan.page@du.edu

Step 3: DU Outdoors Consultation

- All interested parties receive a consultation with the DU Outdoors team prior to receiving a quote. This meeting helps identify the best recreation and team bonding activities to match your group's goals, schedule, and desired outcomes.

Step 4: Review Your Custom Event Proposal

- You'll receive a quote and an overview of the services.
- Proposals are valid for 14 days.

Step 5: Confirm Your Event

- Sign your agreement via Docusign.
- Deadlines:
 - Single-day events: Sign at least 45 days in advance.
 - Overnight events: Sign at least 90 days in advance.

Step 6: Plan Your Experience

- Finalize lodging, meals, transportation, classroom needs, and add-ons.
- Share your final schedule and participant list.

Step 7: Finalize & Celebrate

- Review cancellation terms in your agreement.
- Get ready for an inspiring experience at KMC!

Planning Checklist & Timeline

90+ Days Before Your Event

- ☐ Submit your event request form: [Event Request Form](#)
- ☐ Identify preferred dates and group size
- ☐ Identify programming requested to DU Outdoors to ensure availability.
 - Check out this menu of available activities with KMC and DU Outdoors: [Menu](#)
- ☐ Begin internal approvals and budget planning
- ☐ Draft a basic schedule or agenda for your event: [Standard KMC Schedules](#)

60-90 Days Before Your Event

- ☐ Meet with your KMC contact
- ☐ Attend DU Outdoors consultation
- ☐ Review and accept your event proposal
- ☐ Sign your agreement via Docusign

30-60 Days Before Your Event

- ☐ Confirm transportation needs and pick-up location
- ☐ Gather participants waivers and dietary restrictions
- ☐ Submit classroom and equipment requests
- ☐ Finalize lodging and schedule

14-30 Days Before Your Event

- ☐ Share final participant list with KMC that includes lodging requests by identity, dietary restrictions, and all final waivers.
- ☐ Confirm outdoor activities or guided experiences with KMC and DU Outdoors.
- ☐ Review cancellation terms and contingency plans- consider weather alternatives if necessary.

Week of Your Event

- ☐ Pack any program-specific materials
- ☐ Communicate final logistics to your group
- ☐ Get ready for an unforgettable experience!

Follow these Links for More Information On:

[Lodging](#)

[Dining](#)

[Facilities](#)

[Recreational Amenities](#)

[DU Outdoors Amenities](#)

If you would like further information, or have any questions, please contact Monica McCallum at monica.mccallum@du.edu or by calling 303-871-5351.