

SECTION

PHYSICAL RESOURCES

NO.

4.0.2

CHAPTER

DATE ISSUED DATE

REVISED

FACILITIES

P.A.C.

2/99

SUBJECT

SCHEDULING

SCOPE

Campus Community

5. Sponsorship of Events and Fees. The fees charged for use of University facilities depend on whether the event is sponsored, co-sponsored, or for an off-campus group.

A. Sponsored Events. No facilities fee is charged for events initiated, organized, planned and sponsored by officially-recognized or registered oncampus groups, organizations and departments. Exception: If the oncampus group's event is primarily for fee-paying clientele and is income producing, regular facilities fees will be charged unless the income from the event goes into University general unrestricted revenue.

Note: If the event involves participation by off-campus persons, an application for sponsorship must be approved by the appropriate dean or vice president and submitted to Campus Scheduling.

B. Off-Campus Groups. Off-campus organizations utilizing campus facilities are charged for the use of those facilities according to published rate schedules, which are revised periodically.

C. Co-Sponsored Groups. Co-sponsorship refers to a situation in which the University -- whether as a total entity, a school, a department, or as an officially-recognized Student Government Association -- enters into an arrangement with

an off-campus group for the purpose of offering a program jointly. A reduced facilities fee of one-half the published rate is charged to off-campus organizations who initiate, organize, plan and co-sponsor an event with an on-campus school, department or organization as long as that school, department, or organization is substantially involved in the initiation, planning and organizing of the event, and as long as all of the following conditions are met:

- (1) The event is open to the campus community; that is, students, faculty and administrators are invited and encouraged to attend and are given adequate notification through bulletins, posters, etc.; and
- (2) An application for co-sponsorship is completed, approved by the appropriate dean or vice president, and submitted to Campus Scheduling; and
- (3) The request for a co-sponsored event is approved by the director of the facility to be used.

Exceptions: In instances where off-campus organizations will make a substantial profit from the co-sponsored event, the reduced facilities charge is not offered. Likewise, fees may be waived in the case of non-profit organizations closely tied to certain University programs.

If the co-sponsored event is approved, the following procedures are followed:

- (1) The event is scheduled according to University scheduling procedures; and
- (2) The campus co-sponsor is the contact with University Catering and Campus Scheduling; and
- (3) All facilities and catering charges are sent to the campus co-sponsor for approval.