

4. State of Connecticut Agency Event

4.1 Definition: An event which is entirely organized/presented by a state agency.

4.1.1 The state agency representative requesting the use of a university facility shall serve as the "Agency Requestor". He/She and the state agency shall fill the responsibilities of organizer and host.

The Agency Requestor must:

- Insure all paperwork is completed
- Be the lead person in the planning and execution of the event with Facility Administrator
- Attend the event to insure that it is conducted properly and follows University policies
- Ensure all costs associated with the event are billed to and paid for by the state agency

4.2 Reservation Process

4.2.1 Initial Inquiry: Facility Availability

The initial inquiry must be made directly to the Facility Administrator of the desired facility at least 45 business days prior to the proposed event.

The Facility Administrator will explain any costs which may be associated with the proposed event, provide an estimate of costs, and review any special requests.

Events may be subject to the following charges:

- Facility Fee
- Administrative Fee
- Event Supervision and Staffing
- University Police /Security
- Maintenance Staff
- Special Services or Outside Personnel
- Technology and Equipment
- Catering

Once the initial inquiry has been made, and the event date is available a Facilities Request Form will be filled out by the Facilities Administrator in conjunction with the Agency Requestor.

4.2.3 Review of Request

Upon completion of the Facilities Request Form, a tentative reservation will be made and remain in effect until the Facility Administrator and Facilities Usage Committee reviews the proposed event to ensure that all support services are coordinated.

The Facilities Usage Committee reserves the right to deny a request if the proposed event is deemed not to meet the eligibility criteria for an event by a state agency, or if it would place undue strain on support services of the University.

3.2.4 Event Confirmation

The Facility Administrator will generate a State of Connecticut Agency: Facilities Use Agreement that will be sent to the state agency.

The tentative reservation will be converted to a confirmed reservation and the Agency Requestor will receive a confirmation from the Facility Administrator once the following is completed:

- State of Connecticut Agency Facilities Use Agreement signed and dated by the state Agency and the University

4.3 Financial Arrangements

4.3.1 Payment

The schedule and requirements of payment are outlined in the State of Connecticut Agency: Facilities Use Agreement.

A final invoice of charges will be sent to the Agency Requestor after the event. Payment will be transmitted to the University through a CORE-CT transfer.

4.3.2 Fundraising

State Agency funds collected by the University must be deposited into a University Account and will be distributed to the external entity by CORE-CT transfer after a final settlement is completed and all outstanding event costs incurred by the University have been paid.