

1. University Event

1.1 Definition: An event which is organized/presented by a recognized student organization or university department.

1.1.1 The University member requesting the event shall serve as the "University Requestor". He/She and their university organization shall fill the responsibilities of organizer and host.

The University Requestor must:

- Insure all paperwork is completed
- Be the lead person in the planning and execution of the event with the 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 their University organization

1.1.2 Professional membership meetings can be considered a University sponsored meeting if the following criteria is met:

- Professional organization is directly to related the requesters responsibilities at the University
- University pays the organizational membership dues
- Verification of membership is authorized by a Dean, Director or Vice President (Meetings that are determined to be events will follow the co-sponsorship or outside event process)

1.2 Reservation Process

1.2.1 Initial Inquiry: Facility Availability

The initial inquiry must be made directly to the Facility Administrator of the desired facility at least 15 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 cost, and review any special requests.

Events may be subject to the following costs:

- 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, the University Requestor must submit the following to the Facility Administrator:

- **Facilities Request Form:**

- Obtain the appropriate signature for approval:
 - If for a Student Organization: Advisor
 - If for a University Department: Dean, Director or Vice President

- Provide the banner org number to which all charges will be assigned and the signature of the Banner org Financial Manager
- **Fundraising Authorization Form:**
Student organizations must complete this form if the event seeks to raise funds.

1.2.2 Review of Request

Upon receipt of the Facility Request Form, a tentative reservation will be made and will remain in effect until the Facility Administrator and Facilities Usage Committee reviews the proposed event to ensure that all support services are coordinated and that a sound financial plan has been developed to cover all costs.

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

1.2.3 Event Confirmation

The tentative reservation will be converted to a confirmed reservation and the requestor will receive a confirmation from the Facility Administrator.

1.3 Financial

1.3.1 Payment

A final invoice of charges for the event will be sent to the requestor who must:

- Obtain the appropriate signatures:
 - If for a Student Organizations: Advisor
 - If for a University Department: Banner Org Financial Manager
- Return the signed invoice to the Facility Administrator and it will be forwarded to University Accounting

1.3.2 Fundraising

All funds collected or charged must be deposited into a University as directed by the sponsoring department's financial Manager or into the student organization's fundraising account.

University Organization funds collected by the facility must be deposited into the facilities Banner Org and will be distributed to the organization by internal transfer after a final settlement is completed and all outstanding event costs incurred by the facility have been paid.