

External Event

An event which is entirely organized/presented by an external entity. The event must be compatible with the educational and community service mission of the University.

The external entity representative requesting the use of a university facility shall serve as the "External Requestor". The requestor and the external entity shall fill the responsibilities of organizer and host.

The External Requestor must:

- Ensure all paperwork is completed.
- Be the lead person in the planning and execution of the event with an event coordinator.
- Attend the event to ensure that it is conducted properly and follows University policies.
- Ensure all costs associated with the event are billed to and paid for by the external entity.

RESERVATION PROCESS

Initial Inquiry: Facility Availability

The initial inquiry must be made directly to the Conference and Events department through the online inquiry form at least 8 weeks (60 business days) prior to the proposed event.

The event coordinator will 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 (SCSU catering is the sole food provider for all events)

Once the initial inquiry has been made, and the event date is available, the external requestor must submit the following to the Facility Administrator:

External Entity Event Proposal Letter containing the following:

- Identification of the external entity and nature of the entity
- Contact information Outside entity (name, address, contact person, phone, and email)
- Description of the proposed event
- Description and size of anticipated audience
- Date, Time, and Location of the proposed event
- Proof of non-profit or tax-exempt status (If applicable)
- 3 References: Facilities rented by external entity (name, address, contact person, phone and email)

Review of Request

Upon receipt of the Inquiry Form, a tentative reservation will be made and remain in effect until the Conference and Events staff reviews the proposed event to ensure that all support services are coordinated.

Conference and Events department reserves the right to deny a request if the proposed event is deemed not to meet the eligibility criteria for an event by an external entity, or if it would place undue strain on support services of the University.

Event Confirmation

The Facility Administrator will generate a State of Connecticut Facilities Use Agreement that will be sent to the external entity.

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

- State of Connecticut Facilities Use Agreement signed and dated by the external entity and the University.
- Non-Discrimination Certification
- A Certificate of Insurance
- Proof of non-profit or tax-exempt status (If applicable)

FINANCIAL ARRANGEMENTS

Payment

The schedule and requirements of payment are outlined in the State of Connecticut Facilities Use Agreement. 25% Deposit must be paid at the time of signing the contract.

Final Payment must be paid 30 days prior to the event.

Fundraising

External entity funds collected by the university must be deposited into a university account and will be distributed to the external entity by university check after a final settlement is completed and all outstanding event costs incurred by the university have been paid.