

University Events

University event is an event which is organized/presented by a recognized student organization or university department.

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

The University Requestor must:

- Ensure all paperwork is completed.
- Be the lead person in the planning and execution of the event with the Facility Administrator.
- Attend the event to ensure that it is conducted properly and follows University policies.

University Sponsored Event:

Professional membership meetings can be considered a university sponsored event if the following criteria is met:

- Professional organization is directly related to the requester's responsibilities at the University.
- University pays the organizational membership dues.
- Verification of membership
- Ensure all costs associated with the event are billed to and paid for by their university organization.

(Meetings that are determined to be events will follow the co-sponsorship or outside event process)

RESERVATION PROCESS

Initial Inquiry: Facility Availability

The initial inquiry must be made at least 3 weeks (15 business days) prior to the proposed event.

The following rooms can be booked directly through EMS:

- Meeting Rooms in Adanti Student Center
- Engelman Hall:
 - Rotunda
 - B121 A
 - B121 B

The following spaces can be requested by faculty and staff on EMS. The request will be reviewed and confirmed by Conference and Events staff. More information regarding the event may be requested.

Adanti Student Center

- Ballroom
- Alumni Room
- Theatre
- Connecticut Hall
 - Seminar Room
 - President's Dining Room

Buley Library - Conference Room (BU 449)

Please fill out the request form for:

Engelman Hall

- Classrooms
- Tracy Lecture Hall (Room A120)
- Garner Recital Hall (Room C112)
- Courtyard
- Rear Patio

Academic Quad (Outside Buley Library)

Alumni House Lawns

Residence Life Quad

West Campus Quad

Any other classrooms in any academic buildings

Parking Lots

The event coordinator 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

Fundraising:

- Student organizations must follow the guidelines and processes established by The Office of Student Involvement.

Review of Request:

Upon receipt of the EMS request, a tentative reservation will be made and will remain in effect until the event coordinator 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.

Conference and Events department 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.

Event Confirmation:

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

FINANCIAL

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

Fundraising:

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

Collection of Revenues:

University Organization funds collected by the facility must be deposited into the Conference and Events 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.