

## **State of Connecticut Agency Event**

State of Connecticut Agency Event is an event which is entirely organized/presented by a state agency.

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

### **The Agency Requestor must:**

- Ensure all paperwork is completed.
- Be the lead person in the planning and execution of the event with Conference and Events staff.
- 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 state agency.

## **RESERVATION PROCESS**

### **Initial Inquiry: Facility Availability**

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

The event coordinator 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 event coordinator in conjunction with the Agency Requestor.

### **Review of Request**

Once the initial inquiry has been made, a tentative reservation will be made and remain in effect until the Conference and Events staff review the proposed event to ensure that all support services are coordinated.

Conference and Events staff 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.

### **Event Confirmation**

The event coordinator 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 event coordinator once the following is completed:

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

University

**FINANCIAL ARRANGEMENTS**

**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.

**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.