



SUBJECT: FACILITY UTILIZATION & RENTAL

- I. **PURPOSE:** To establish policy for using and/or renting facilities for conferences, meetings and special events (excludes scheduling for instruction)

- II. **POLICY**
 - A. The Centralized Scheduling Office, (CSO) under the direction of the School of Continuing and Professional Studies (SCPS), is the central contact for the scheduling and coordinating of conferencing and meeting events, including student events, in all available facilities on campus. This office will be responsible for scheduling the needs of guests including, but not limited to:
 - Facilities Management set up and clean up
 - Audio/video and technical needs
 - Food services
 - Billing and reimbursement
 - Security needs and safety concerns

 - B. The CSO will assess appropriate charges to cover the actual direct costs of labor and materials for all events which are subject to the collection of fees as well as applicable rental fees.

 - C. **EVENT AND USER DEFINITIONS**
 1. Campus Events are defined as events sponsored by the students and/or faculty and staff of the University. These events may or may not include the public, and would include professional Utah organizations (not regional or national), hosted by faculty or staff who are members of said organization and whose affiliation directly relates to their position on the SUU campus. These events will normally incur no rental fee. [Direct charges will still apply, i.e.; food, housing, audio/visual, technicians, etc.] Campus events for the purpose of fund raising will not be exempt from paying direct charges as noted.

 2. Campus-Sponsored Events are defined as events that are the result of a formalized professional partnership between on-campus and off-campus entities. If a group not directly affiliated with the University has an on-going relationship with an on-campus program, service, or academic department, the group may qualify for a discount of 25% on room/facility fees. Direct charges, as noted earlier, will still apply. To qualify for this special rate one or more SUU employee/student must participate in the entire event.

 3. Outside Events are defined as events involving a group or organization not affiliated with the University who use campus facilities and services for the



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benefit of their own cause, independent of the University and its mission. These events will be priced to cover all expenses, including required labor and supplies as well as all necessary fees.

4. Iron County School District [ICSD]: In accordance with the reciprocal agreement between SUU and ICSD, room rental fees will normally be waived, but direct charges [food, housing, audio/visual, technicians, set-up/clean-up] will still apply.

5. When a group wants to challenge their user classification they can request a review by the Scheduling Committee which is comprised of representatives from across campus. The decision of this committee is final. [See policy 13.17]

D. PRIORITIES FOR ADVANCED SCHEDULING

1. Sharwan Smith Center: SUU students have first priority in scheduling.
2. Students: Scheduling for the upcoming academic calendar year will begin May 1st and will continue through May 31st. Groups requesting space in the Sharwan Smith Center for the June-May calendar year should submit their scheduling requests during this time. Student groups will then be given first priority for scheduling. Second priority will be given to faculty and staff. Third priority will be given to off-campus groups wishing to schedule the Sharwan Smith Center. Once student events have been scheduled, remaining rooms will be scheduled as per their scheduling priority, and on a first-come, first-served basis. All groups will be notified thereafter. Because some campus events (such as Homecoming, athletic events, etc;) are not determined until after the above stated time-frame, it may be necessary delay confirmation of certain events. Every effort will be made to notify the scheduling party as soon as possible. As needs arise, internal and external groups alike will be allowed to schedule throughout the year, space permitting. In the event that an external group requests space for a large conference more than one year out, every effort will be made to accommodate the request.
3. President's Office: The President's Office may supersede scheduling priorities.



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E. FOOD SERVICE

The contracted university food service has exclusive right to offer food and beverage service on campus to include the dining hall, catering, concessions, vending, and retail outlets. Events held on campus that require food service will use the contracted service.

However, at the option of the food service director and in consultation with the Assistant Vice President for Student Services, exceptions may be considered when groups partner with other entities for unusual food needs associated with certain activities.

F. WEDDING EVENTS ON CAMPUS

Weddings, wedding meals and receptions will be allowed to occur in the following locations on campus: Alumni House, the Mountain Center, and the R. Haze Hunter Conference Center.

These special events will abide by all other policies and cannot be considered *Campus-Sponsored Events* in order to receive a 25% discount. These events also will give first right of refusal, regardless of cost, to on-campus food services.

G. CAMPUS-WIDE POLICY APPLICATION

There will not be any exceptions for scheduling, discounting, or prioritizing any groups housed on, supported by, or affiliated with the University unless specifically stated within this policy and supported by the CSO and/or the Scheduling Committee.

H. MOUNTAIN CENTER

The Mountain Center will have its own fee structure. Requests for use of this site will be reviewed for compliance.

I. OPERATIONS AND UNDERSTANDINGS

1. Rental Revenue will be distributed as follows:

- a. Sharwan Smith revenue will be deposited in the SSC Facility account, as required by bond covenant.
- b. Rental revenue generated by the Alumni House will be deposited in the appropriate alumni account minus direct charges.



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- c. Direct charges for services provided by maintenance and facility personnel will be deposited in the appropriate facilities account. Other direct charges for services rendered – police officers, pool manager/life guards, AV equipment and the like – will be collected by SCPS and distributed as appropriate.
2. SCPS and the Controller's Office will engage such other procedures and accounting principles as needed for sound fiscal practice.