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**SUBJECT: FACILITY UTILIZATION & RENTAL**

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- I. PURPOSE: To establish policy for using and/or renting facilities for conferences, meetings and special events (excludes scheduling for instruction)
- II. REFERENCES:
- III. POLICY
- A. The Office of Conferences Services (OCS), under the direction of the School of Continuing and Professional Studies (SCPS), is the central contact for scheduling and coordination service for conferencing and meeting 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
  - Signage

However, students will continue to schedule activities in the Sharwan Smith Center through the Student Activities Office. Students requiring space in other campus facilities, or campus grounds, must schedule through the Centralized Scheduling office.

- B. OCS may assess appropriate charges to cover the actual costs of labor and materials for all events which are subject to collection of fees.

- C. EVENT AND USER DEFINITIONS.

**Campus Event:** An event 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 this campus. These events will normally incur no room/facility charges. A minimum advanced request time limit will be imposed for events requiring setup/cleanup time. Direct charges will still apply, i.e.: food, housing, audiovisual, technicians, etc.

**Campus-Sponsored Event:** An event that involves a professional partnership between on-campus and off-campus entities. If a group not directly attached to the University has an on-going relationship with an



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on-campus office, program or academic department, the group can receive a special discount. They will also be represented by at least one on-campus person during the entire event. These events will receive a 25% discount for their affiliation with the co-sponsoring party on campus, provided the above requirements are met. The on-campus group will be responsible for all charges if the guest organization does not pay the requisite fees or the campus representative is not in attendance.

**Outside Event:** An event involving a group or organization not affiliated with the University who use campus facilities for the 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.

**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 1<sup>st</sup> and will continue through May 31<sup>st</sup>. ALL GROUPS requesting space in the Sharwan Smith Center for the June-May calendar year, will submit their scheduling requests during this time. Students will then be given first priority for scheduling, second priority will be given to faculty and staff and 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 for certain events scheduled in advance, to not be confirmed until a later date. 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 and may waive charges.



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E. FOOD SERVICE

SUU Food Service has exclusive right to offer food and beverage service on campus, including: Cafeteria, catering, concessions, vending and retail outlets. Events held on campus that require food service, will use SUU Food Service. SUU Food Service will supervise all food preparation and service on campus.

However, at the option of the director of SUU Food Service and the groups who have minimal needs for service, the following exceptions are allowed:

1. Groups of ten or fewer wanting food for an event on campus have the option of going off campus to obtain their food.
2. Groups of 11 or more must always use SUU Food Service.
3. Wedding meals or receptions must give SUU Food Service first right of refusal to provide service for their events.
4. Students may be allowed some special options to partner with other entities for unusual food needs associated with certain activities, if Food Service cannot supply the specialty food.
5. In all exceptions, food service from off-campus entities, will be supplied only by Health Department certified providers, as verified by SUU Food Service staff, and provide a liability insurance policy of \$2,000,000. per event.

F. WEDDING EVENTS ON CAMPUS

Weddings, wedding meals and receptions will be allowed on campus property, at only the following: 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 SUU Food Services.



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**G. CAMPUS-WIDE POLICY APPLICATION:**

There will not be any exceptions for scheduling, discounting, or prioritizing for any groups housed on, supported by, or affiliated with the University unless specifically stated within this policy and supported by OCS and/or the President's Council. Groups who want to be eligible to host a Campus Event will also be bound by all guidelines directing behavior as a campus organization.

**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 & UNDERSTANDINGS:**

1. SCPS will retain rental revenues operating expenses and will pay the direct expenses to Pool Manager, Auditorium/Randall Swat Teams, Ticket Offices, etc. However, rental revenues on space in the Sharwan Smith Center (SSC), will be deposited in the SSC Facility account (by bond covenant). Forty percent of facilities charges will be transferred from SCPS to appropriate Renewal and Replacement accounts to repair and replace equipment and facilities, under the direction of Facilities Management. For SSC rental, SCPS will bill the SSU facility account for services rendered in connection with that facility.
2. SCPS will contract with Food Services for catered events and may retain a percentage of billings for food service.
3. SCPS and the Controller's Office will engage such other procedures and accounting mechanisms as needed for sound fiscal practice.
4. OCS may acquire and maintain such services, locations and products, and may adopt with campus coordination such procedures as needed for an effective operation.
5. OCS will be represented on and will coordinate scheduling issues, as needed with the campus scheduling committee.