

TRINITY INTERNATIONAL UNIVERSITY

TIU POLICY: **Event and Event Services Policy**

TIU POLICY #: **P-608**

STATUS: **Approved, February 2016**

I. PURPOSE:

This policy was created to establish event classification requirements related to space usage fees and external pricing of catering, janitorial and informational technology (IT)/audio video (AV) equipment. All Facilities are property of Trinity International University (University). Specifically, there are no departmental or individual “ownership” of space. The University reserves the right to decide which activities may or may not be held on campus, and to establish fair and reasonable charges for the use of these facilities. Priorities for use of facilities are given as follows:

1. University Events (e.g. Orientation, Commencement, Homecoming)
2. University Co-sponsored Events
3. Non-University External Constituents

II. SCOPE:

This policy applies to all departments and individuals employed by the University that have events, camps, conferences and meetings on campus. It is the University’s policy to use University facilities as efficiently and effectively as possible, giving priority to events that are solely managed and coordinated by University faculty, staff or student groups.

III. POLICY:

A. Event Definitions

1. Campus Event with Internal Guests Only:
 - a. Business conducted for the benefit of the University;
 - b. Attendees consist exclusively of University students, faculty or staff.
2. Campus Event with External Guests and Vendors:
 - a. Event is presented by University students, faculty or staff and directly pertains and benefits the University;
 - b. Attendees consist of University students, faculty, staff and/or external guests.

3. Non-University Event Held on Campus:
 - a. Business conducted for the benefit of event sponsor and/or University client;
 - b. Attendees consist of primarily external guests;
 - c. Registration fee, admission, or vendor sales are charged.

B. Fees that Apply

1. Campus Event with Internal Guests Only:
 - a. All facility fees are waived;
 - b. Janitorial labor costs are waived;
 - c. IT/AV charged internal rates;
 - d. All catering prices are internal rates.
2. Campus Event with External Guests and Vendors (does not charge for registration, admission, and/or is not a revenue generating opportunity):
 - a. All facility fees are waived;
 - b. Janitorial labor costs are waived;
 - c. IT/AV charged internal rates;
 - d. All catering prices are internal rates.
3. Non-University Event Held on Campus (ex: conferences, seminars, athletic camps, music camps):
 - a. Facility fees will be applied;
 - b. Janitorial labor costs will be applied;
 - c. IT/AV charged external rates;
 - d. External catering costs will be applied.

C. Facility Rental Fee Waiver Procedure

1. The University Leadership Team may waive rental fees:
 - a. A request for fee waiver must be submitted in writing to the Senior Vice President for Operations and Administration no less than 45 days prior to event;
 - b. The request must state reason for fee waiver (benefit to department or the University);
 - c. A copy of the approved request will be submitted to Event Services and Reservations with reservation request.
2. If fee waiver is granted:
 - a. Host department will cover cost of labor for set up, clean up and AV technician.
 - b. Employee member from host department must be in attendance for entire event.
3. Labor and host fees will be paid by sponsoring department, not passed on to guests. If guests are to pay fees, full facility rental fees will be charged.