



Guidelines for Determining Marquette University Facility Usage
A guide for internal and external event planners to determine if an event is
University, Hosted, or Non-University/External

In an effort to eliminate fees to MU community meetings and events, effective July 1, 2016, the University has established a pricing structure for University Hosted Events and Non-University Group Events. Beginning July 1, 2016, university departments and registered & approved student organizations (defined as University Events; see below) will no longer be charged for use of meeting/event space(s), AV and NON-AV equipment or labor when criteria as defined throughout these Guidelines are met.

Use of campus facilities is coordinated through the Event Management Office. Event Management strives to provide services and facilities to the Marquette University community. Events may be initiated either from a Marquette University Academic Department, Registered & Approved Student Organization, or from an external source.

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I. Space Usage Definitions

A. University Academic Activities:

University Academic Activities are activities or events directly related to the instructional mission of the University. Examples include: credit-bearing classes, programmatic activities relating to academic course work and faculty/administrative departmental meetings.

B. University Events:

University Events are activities organized and run by faculty, staff, university departments and registered & approved student organizations that are planned primarily for members of the Marquette University community and/or the benefit of the University. Examples include: athletics events, recreational activities, student-programming activities, faculty and staff development, commencement, convocation, open houses, recruitment events, guest lecturer. Attendees of these types of events include members of the community, faculty, staff, students, guests and alumni.

C. University Hosted Events:

University Hosted Events are academic programs, conferences, retreats and/or meetings involving two entities: *a University entity* (academic department, administrative unit or registered & approved student organization) and *an outside organization* (such as a professional association in which the University holds membership or maintains a relationship that directly benefits the University community or community-based organization.)

University Hosted events receive a discounted rental fee off meeting space and select departmental service pricing. AV and Non-AV Equipment and Labor fees will also apply. See University Hosted Rental Rate Guide.

University Hosted events will involve a contractual arrangement with the University.

The following criteria must be met in order for an event to be considered a University Hosted event:

- The appropriate University officer or registered & approved student organization representative with the financial authority or approval must contact the Event Management Office (email is acceptable).
- A member of The University's academic, administrative unit or registered & approved student organization must be designated as the "University Host." This individual must be designated and is responsible for:
 - Assistance in planning the program and preparing a budget that details expenses and revenue;
 - Contacting the Event Management Office to confirm venue availability;
 - Attending the event in its entirety to ensure that it is conducted in accordance with University policies and safe/proper use of facilities.
 - The partnering outside organization will be required to sign a facility usage agreement outlining the terms for use of university venues and may be required to provide proof of liability insurance as outlined in the terms of the facility usage agreement.

In order to be eligible for University Hosted rates a department or registered & approved student organization shall agree to, affirm, and abide by the following guidelines:

- The academic or institutional aims are in accordance with and furthered by the activity planned by the non-University primary sponsor.
- The department or registered & approved student organization must assist in the planning, implementation, and follow up of the event through the use of departmental personnel or resources.
- A member of the department or registered & approved student organization must be on-site for the event.
- The department agrees to provide their budget account number for all charges associated with the event, and will work with the external entity to receive any payment reimbursements. Registered & approved student organizations will be responsible for providing payment in full to the Event Management Office and will be invoiced for all charges following the event with payment due in full 15 days from the invoice date.

PLEASE NOTE: Both events classified as Non-University/External or University Hosted MUST complete a University Facilities Usage Agreement establishing the terms of the partnership with the university and the external entity and provide the appropriate insurance requirements, mandated by Marquette University's Office of General Counsel and Risk Management.

Registered & approved student organizations and university departments may not reserve space for other organizations to provide access to University property or for the purpose of lower rates. The organization or department who holds the reservation must be primarily responsible for planning, implementing, and financing the event.

D. Non-University/External Events:

Non-University/External Events are defined as programs and activities organized by individuals, groups, businesses, or organizations not included in the organizational structure of the University. Examples include: weddings, receptions, charity events, corporate meetings and events, youth camps, conferences, social activities, expositions, etc.

Non-University/External Events require a contractual arrangement, along with proper proof of insurance, with the University.

Non-University/External Events will be charged room, AV and non-AV equipment and labor fees based on the Non-University/External Rate Guide. Applicable catering charges will also apply. Based on the contractual agreement a deposit(s) will be required with items based on consumption as well as other items not previously billed invoiced following the event.

II. Event Checklist

The checklist below should be used a guide for determining if your event is University, University Hosted, or External/Non-University.

1. (T or F) This event would not take place elsewhere if it were not for Marquette University and the host employee, university department and/or registered & approved student organization.
2. (T or F) This event is planned and promoted (from concept to execution), exclusively by a university employee, university department and/or registered & approved student organization.
3. (T or F) This event is paid for by a university department or with funds from a registered & approved student organization.
4. (T or F) This event supports the University's mission and objectives.
5. (T or F) The majority of attendees are of the Marquette University community (faculty, staff, and students).
 - a. If "False" and event attendees are paying a "registration or other fee associated with participation is the audience comprised of current Marquette students, faculty, staff, alumni or incoming students. (T or F)
6. (T or F) For registered & approved student organization, if the event is fund-raising in nature are the funds being generated directly supporting the Marquette student organization.

A University event is one where ALL of the above statements are True (Exception: if number 5 is False 5a must be True). If all criteria is not met then the event would be considered either a University Hosted Event or Non-University/External and the guidelines as stated in Section I, Part C & D above will be observed. Please consult with your Primary Event Coordinator to confirm applicable rental rate schedule.

In cases where an event is initiated externally and furthers the specific academic or institutional aims of an academic or service department, the department may act as Host of the conference or event. There are established guidelines for departments to follow so that co-sponsorship may be recognized. The University embraces hosted partnership because of the valued contribution the event makes to the academic and institutional aims of Marquette University as well as the community at large.

III. Contact Information & Additional Resources

Event Management Office

Alumni Memorial Union

AMU, Room 245

Phone: 414-288-7202

Email: Annette.conrad@mu.edu

Helpful Web links:

- Event Planning Services: <http://www.marquette.edu/event-management/index.shtml>
- University Sponsored Booking Form: <http://www.marquette.edu/event-management/faculty-staff-reservations.shtml>
- External Group Space Request Form: <http://mu.edu/event-management/event-reservation-signup.php>
- Catering Services: <https://marquette.sodexomyway.com/catering/index.html>
- UPP-503 – Use of University Facilities: <http://www.marquette.edu/upp/documents/upp5-03.pdf>