

NDNU POLICY FOR USE OF FACILITIES

All NDNU campus facility usage by the NDNU faculty, staff, and students, including Ralston Hall, other than academic classes, meetings, or University events must be scheduled and confirmed through the Conference Services Department.

To reserve a space on campus for external organizations, whether academic sponsored (University hosted events) or non-academically related, you must submit your request through Conference Services Offices

The University does not allow the use of any University facilities by non-university employees, students, or organizations unless the use has been scheduled, approved and contracted through Conference Services Department. In addition, the user must comply with all NDNU legal requirements, policies, and procedures (i.e., contract, fees, insurance certificate, etc.)

This will help the university track facility usage, generate additional unrestricted revenue, manage liability risks, and allocate internal resources to better serve campus needs.

Refer to the NDNU Campus Facility Usage Outline for details.

<p>Category A. University Academic Classes and Meetings</p> <p>Events directly related to the instructional or administrative needs. Classroom usage, internal departmental meeting for faculty, staff and administrators.</p> <p>No Charges applied</p>	<p>Category B. University Events</p> <p>Activities organized and funded by faculty, staff, university departments that are primarily for members of the NDNU community. Athletic events, student-programing activities etc.</p> <p>No charges applied</p>
<p>Category C University Hosted Events</p> <p>Academic programs, conferences, retreats or meeting involving two entities: University and an Outside Organization. Will require contractual arrangements</p> <p>Charges apply for services and facility use</p>	<p>Category D. Non-University /External Events</p> <p>Events are defined as programs and activities organized by individuals, groups businesses or organization not in the university. All Non- University are booked through Conference Services</p> <p>Charges apply.</p>

Campus Facility Usage Outline

- Category A. University Academic Classes and Meetings
- Category B. University Events
- Category C. University Hosted Events
- Category D. Non- University/External Events

Category A. University Academic Classes and Meetings

Events directly related to the instructional needs. Classroom usage as scheduled within an academic term, and internal departmental meetings for faculty, staff and administrators using classroom and approved conference spaces.

Examples include: Academic courses, credited-bearing classes, noncredit program activities related to academic course work and faculty/administrative departmental meetings.

Attendees of these types of events include students, faculty and administration.

(Academic courses are courses that are offered officially by Notre Dame de Namur University, approved by the Office of the Provost and listed in the course catalogue)

No Charges applied

Reservations- see *Point of Contact for Reservation Request*.

Category B. University Events

Events activities organized and funded by faculty, staff, university departments that are primarily for members of the Notre Dame de Namur University community and/or the benefit of the University.

Examples include: Athletic events, recreational activities, student-programing activities, faculty and staff development, commencement, convocation, open houses, recruitment events, guest lecture, music and theatre performances. Attendees of these types of events include members of the community, faculty, staff, students, guest and alumni.

No Charges applied

Reservations- see *Point of Contact for Reservation Request*.

Category C. University Hosted Events

Events that are academic programs, conferences, retreats and or meeting involving two entities: A University Entity (academic department, administrative unit, or registered and 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 will involve a contractual arrangement with the University.

Charges: University Hosted events receive a discounted rental fee and selected services pricing. (AV and Non-AV equipment and Labor fees will also apply)

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

The appropriate University officer or registered representative with the financial authority or approval must contact the Conference Services Office conferenceservices@ndnu.edu to begin the process for the request of Facility use, Facility Fee Charges, University Host Request Form and Scheduling the Event.

The Department must provide a brief outline of the event, establishing partnership with outside organization to the Conference Services Office for submission to the University for Approval

Application for University Hosted event waiver of facility use fee may be obtained by request to the Conference Services office. conferenceservices@ndnu.edu

A member of the University's academic, administrative unit must be designated as the "University Host" This individual must be responsible for:

- Attend the event in its entirety to ensure that it is conducted in accordance with University policies and safe/ proper use of facilities.
- The outside organization will be required to sign a facility usage agreement outlining the terms of use of university venues and required to provide proof of liability insurance as outlined in the terms of the facility usage agreement.
- The academic or institutional aims are in accordance with and furthered by the activity planned by the non-University primary sponsor
- Planning, implementation and follow up of the event through the use of departmental personnel or resources.
- The department agrees to provide their budget account number for all charges associated with the event and will work with the external entity or receive any payment reimbursements.

Departments may not reserve space for other organizations to provide access to University property or for the purposes of lower rates. The department who holds the reservation must be primarily responsible for planning, implementing and financing the event.

Reservations- see *Point of Contact for Reservation Request* section

Category D. Non- University/External Events

Events are defined as programs and activities organized by individuals, groups, businesses, or organizations not in the organization of the Notre Dame de Namur University.

Examples include; Weddings, receptions, charity events, corporate meeting and events, youth camps, conferences, social activities, performances, etc.

All Non-University/ External Events are booked through Conference Services Office.

Non- University / External Events require a contract agreement, along with proper proof of insurance for the University.

Non University/ External Events will be charged for facility use, AV, and non-AV equipment, parking if applicable, and labor fees based on the Notre Dame de Namur University Facility usage rate.

Non-University/External Events require a refundable security deposit and payment in full prior to the event date.

Reservations- see *Point of Contact for Reservation Request* section

Point of Contact for Reservation Requests

	Category A	Category B	Category C	Category D
St. Mary's, Cuvilly and Gavin Halls	Office of the Registrar	Office of the Registrar	Conference Services	Conference Services
Residence Hall Lounges/Patios	Housing Office	Housing Office	Conference Services	Conference Services
Gellert Library	Library Director	Library Director	Conference Services	Conference Services
Gleason Gym / Koret Field	Athletics Director	Athletics Director	Conference Services	Conference Services
Quad and Lawn Areas	Office of the Registrar	Campus Programs	Conference Services	Conference Services
Wiegand Gallery	Office of the Registrar	Office of the Registrar	Conference Services	Conference Services
NDNU Theatre and Taube Center	Conference Services; Office of the Registrar for course offerings only	Conference Services	Conference Services	Conference Services
Chapel	Director of Spirituality; Office of the Registrar for course offerings only	Director of Spirituality	Conference Services	Conference Services