

University of St. Thomas Policies

EVENTS POLICY

Policy Number: G.04.02

SCOPE

All staff, faculty, students and external groups who reserve or rent facilities for events.

PURPOSE

The number and complexity of special events hosted on campus has increased as a result of the growth of the University requiring the development of a system for event planning that establishes standards for procedures and protocols. Many events attract visitors to our campus and are opportunities for us to reach out to organizations and individuals within the community. This policy will ensure that campus facilities are used in a manner consistent with our University mission and Catholic and Basilian core values, and that events will be conducted in a professional manner.

DEFINITIONS

Budget Worksheet

The budget worksheet assists event planners with estimating the costs associated with their event.

Event Coordinator

Event coordinators are personnel that assist event planners with event details, logistics, and policy compliance. Event coordinators are able to update the Master Calendar for events in their respective areas. A listing of current event coordinators can be found at the end of this policy.

Event Planner

The event planner is the person that is organizing and requesting the event.

Event Planning Worksheet

The event planning worksheet is a step-by-step guide to event planning at UST.

Event Request Form

The event request form describes the event's purpose, sponsors, date/time, costs and other relevant information and seeks approval for the event.

External Events

External events are events located on campus in one of our facilities that have no direct connection to the University of St. Thomas. Essentially, the event organizers are renting our facilities.

Internal Events

Internal events are events officially sponsored by a UST department or group. These events may include attendance by the public.

Master Events Calendar

The master events calendar is the official publication that contains dates, times, locations, description, and contact information for all approved campus events. The master events calendar is maintained by the Office of Marketing Communications, but can be updated by event coordinators.

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Sanctioned Events

Sanctioned events are internal events that take priority over other events and may preclude the scheduling of other activities during the same timeframe. These events are usually long-standing and scheduled on an annual or other periodic basis.

POLICY/PROCEDURE

1. Approvals

Internal events must be sponsored by an officially recognized campus department or unit; registered or sponsored student group; student government; or a sponsored departmental or campus organization. All other organizations are considered external groups and must comply with the policies and procedures governing such groups.

Academic-sponsored events must be approved by the VPAA or designee. Events sponsored by other departments must be approved by the respective vice president or designee. Student events must be approved by the Office of Student Activities. The respective vice president or designee will assign an event coordinator for each event.

External events (unless otherwise noted) must be scheduled through the Office of Facilities Reservations with approval by the VPAA, VPIA or VPSA. The facilities reservations coordinator will copy the VPF and Special Assistant to the President on all requests for outside space rentals. Events with a known Catholic sponsor will be approved and the VPF will be notified.

2. Sanctioned Events

Several campus-wide events, known as sanctioned events, are of such importance to the University that competing events are not allowed. Whenever possible, sanctioned events should be scheduled during the previous academic year so that the calendar can be made available for other events. Events can be added or removed from this designation at the discretion of the President. A listing of current sanctioned events can be found at the end of this policy.

3. Consistency with University Values

The University reserves the right to refuse to reserve or rent its facilities to a group that intends to advance values inconsistent with the University or for an event that it deems inappropriate.

4. Posting to the Master Events Calendar

Several individuals have responsibility for event planning for their respective areas. Their duties include assisting event planners with planning and logistical support and posting events to the Master Events Calendar. Once an event is approved, it must be posted to the calendar. This can be done by the Office of Marketing Communications. Posting to the Master Events Calendar reduces the likelihood of scheduling conflicts.

5. University Police Department (UPD)

UPD will determine the necessity for Officers at an event.

6. Related Policies

Campus events and facilities usage must also comply with existing University policies. Related policies include ADA, Alcohol, Brand and Seal Usage, Demonstration, Political Speakers, Sign Posting, and Speakers.

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7. Process for Internal Events

- a. Check the Master Events Calendar to determine if there are other events that are scheduled might impact the success of your event. Blackout dates and times for “sanctioned events” will be noted.
- b. Check the availability of facilities including room capacities and layouts.
- c. Reserve the facility pending event approval by contacting the Office of Facilities Reservations at 713-525-3574. Acknowledge that you have received and agree to comply with the Facilities Usage Policies and Guidelines. The facility will be held for two weeks.
- d. If you want the President to attend, complete a President Event Attendance Request form or contact the Office of the President at 713-525-2160 or president@stthom.edu.
- e. Complete the Event Planning Checklist. This will help you determine which services you require for your event and estimate costs.
- f. Create a budget and complete the Budget Worksheet. Determine source for funding and costs. Some required internal services have set costs which event planners must budget. External services and products may require bids or contracts that outline the costs.
- g. The event coordinator will be responsible for reviewing the details of the event to ensure compliance with policy and protocol guidelines and assist with final event logistics.
- h. The event coordinator will submit an Event Request Form to the appropriate VP or designee for approval.
- i. Once the event is approved, the event coordinator will confirm the event with the Office of Facilities Reservations.
- j. The event coordinator or marketing communications personnel will update the Master Events Calendar.
- k. After the event is completed the event coordinator should evaluate the event to determine areas for improvement.

8. Process for External Events

- a. If a group requests use of campus facilities, a short description of external event requests will be sent to the appropriate vice president (academic affairs, student affairs, institutional advancement) to determine suitability of the event.
- b. The respective vice president will review the purpose of the program, organization presenting the program as well as program sponsors/underwriters among other factors to determine if use of University facilities is appropriate and notify the office of facilities reservations.
- c. If the event is approved, the office of facilities reservations confirms room and date availability.
- d. The requestor will review and accept rental terms. (Acceptance of Facilities Usage and Procedures Guideline Form as well as the letter of intent to be completed.)

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- e. The requestor will submit contract and security deposit.
- f. The contract is submitted to vice president for finance for signature.
- g. A copy of contract is sent to renter for signature (includes cancellation, change of facilities, damages, housekeeping, insurance, catering policy, media services' charges).
- h. The office of facilities reservations receives contract a minimum of two weeks prior to event (note that payment is due prior to the event or the event is not held)
- i. The office of facilities reservations confirms resources with the renter two weeks prior to the event.

APPROVED: Dr. Robert Ivany

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