

METROPOLITAN STATE UNIVERSITY



EVENT CO-Sponsorship

Administrative Affairs Procedure 460

Section I. Objective.

The university's objectives in authorizing the co-sponsorship of events are to:

- A. Enrich the lives of the communities it serves by helping to bring visibility, credibility and recognition to community organizations, and
- B. Develop and foster meaningful relationships with the community at large.

Section II. Procedure Purpose.

- A. Establish criteria for event co-sponsorship that will not interfere or conflict with university activities or significantly impair financial or staffing resources of the university.
- B. Inform and encourage departments and student organizations to think critically about what events they will co-sponsor and how they will meet the obligations (financial and otherwise) of co-sponsoring the event of an external organization on university's premises.

Section III. Authority

This procedure is established in accordance with MnSCU policies and Metropolitan State University guidelines.

Section IV. Definitions

1. “**Internal Co-sponsor**” shall be limited to university employees and student organization advisors. NOTE: The Special Event Coordinator in the building services department may not co-sponsor events.
2. “**External Group**” shall include private corporations and organizations, non-profit organizations, and government agencies.

3. “**External Sponsor**” means the individual contact person for the external group.
4. “**University Facilities Event Form**” is the form required in order to reserve university facilities and equipment. This form can be obtained through the portal on the “Forms” tab, under “Building Services.”
5. The “**Occupancy Agreement**” is the rental contract required by MnSCU for external groups. It can be obtained from the Special Event Coordinator in the building services department. It must be signed by the legal representative of the external group and returned to the Special Event Coordinator prior to the event, or the university reserves the right to cancel the event. The coordinator is responsible for processing the agreement.

Section V. Eligibility

To be eligible for co-sponsorship, the event and/or external group must meet the following criteria:

1. The purpose of the event should complement the mission of the university;
2. The co-sponsored event may not result in personal or financial gain including fund raising activities for the external group or the university employee;
3. The educational or public service implications of the event must be evident;
4. For health safety reasons, no latex products are allowed.
5. For legal reasons, the co-sponsored event cannot include a potluck. All food for co-sponsored events must be provided by one of the university’s contracted caterers.

Section VI. Before a University Employee Co-Sponsors an Event

Before a university employee submits a request to co-sponsor an external event, please consider carefully whether the event meets all the eligibility requirements.

By completing the University Facilities Event Form to co-sponsor an external event, the employee is assuming the responsibility to serve as the event coordinator. The internal co-sponsor must be the contact between the scheduling department and the external group and the internal co-sponsor must communicate all event needs in a timely manner to the Special Event Coordinator.

The internal co-sponsor must also ensure that the external group complies with all university policies and procedures, and be in attendance throughout the duration of the event.

Co-sponsored events are covered by the university’s insurance policy. For certain events, additional insurance may be required.

Section VII. Approval Process

Complete the University Facilities Event Form (both pages) and submit to department head. Internal Co-sponsors must obtain the approval of their supervisor or department head, who signs as “Budget Authority Approval.” (See “Charges” below for implications of this sign-off).

All co-sponsored events must also have the written approval of the respective President Council member that is co-sponsoring the event.

Section VIII. Charges

1. The facility rental fee for co-sponsored external groups may be waived in full or at a reduced rate by the internal sponsor and/or the external group. Waiver or reduction of facility rental fee requires Vice President of Administration and Finance approval. The rental fee will be based on the university’s current non-profit rental rate schedule. This must be completed before the Occupancy Agreement is issued.
2. Janitorial and set-up services (other than unlocking/locking doors, turning on lights and/or routine daily cleaning during normal working hours) will be billed at the current rate. This fee will be charged (when applicable) to the cost center supplied by the internal co-sponsor or billed directly to the external group, whichever is specified on the University Facilities Event Form. The Internal Co-sponsor must determine who is responsible for the janitorial/set-up fees and communicate this to the Special Events Coordinator before the Occupancy Agreement will be issued.
3. Extraordinary utility costs will be charged at a rate to be determined on a case-by-case basis.
4. Security services, beyond routine coverage, will be billed at the current rate with a 4 hour minimum. It will be charged to the cost center supplied by the internal co-sponsor or directly to the external group, whichever is specified on the University Facilities Event Form. The internal co-sponsor must determine who is responsible for any security fees and communicate to the Special Event Coordinator before the Occupancy Agreement will be issued.
5. The internal co-sponsor of any event that occur during the university’s regular staffing hours may request an orientation to the technical equipment at the start of the event and troubleshooting during the event for no extra charge. Requests to have technical support for the duration of the event or after university staffing hours will be billed at the current rate with a 2 hour minimum. These charges can be charged to the cost center supplied by the internal co-sponsor or directly to the external group, whichever is specified on the University Facilities Event Form. The internal co-sponsor must determine who will be responsible for any technical fees and communicate that to the Special Events Coordinator before the Occupancy Agreement will be issued.

6. Staffing by the university's Special Event Coordinator will be billed at the current rate with a 2 hour minimum as appropriate.
7. Special printing, special signage, and other unusual event costs are the direct responsibility of either the internal co-sponsor or the external group.
8. To avoid additional service charges, users are required to leave the facilities in the same condition as they find them. The university will charge the internal co-sponsor for extra costs associated with clean-up and/ or repair if it is determined that facilities have been left in an especially unclean or damaged condition following a co-sponsored event or meeting.
9. The external organization must abide by all university rules and regulations when using university facilities.

Section IX. Advertising

The university reserves the right to approve all copy for advertising as well as all news releases.

Section X. Responsibility

The responsibility for implementation of this procedure is assigned to the office of the Associate Vice President for Capital Planning and Campus Services.

Section XI. Effective Date

This procedure becomes effective immediately, and remains in effect until modified or revoked.

Section XII. Approval

Issued on this 5th day of May, 2009.



Sue K. Hammersmith, Ph.D.
President