



SNU POLICY: SNU Conferencing, Event, and Meeting Space Use Policies and Procedures

SNU POLICY ID: General Information A-17

Policy Reviewed by: SNU Director of Conferencing and Events and SNU Director of University Operations/Risk Management

Approval Authority: Vice President for Business and Finance/CFO

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Southern Nazarene University's physical facilities and premises are made up of spaces with distinct differences in settings, sizes, and features that serve equally diverse needs among its students, employees, guests, and partnering organizations in the fulfillment of SNU's mission to make Christlike disciples through higher education. With this variety and diversity in mind, it has been necessary to establish guidelines and procedures to help ensure space usage for conferencing, events, and meetings that will provide sufficient information on the spaces available, direction on how to reserve spaces and services for events and ensure proper support to facilities users for those events.

The policies, procedures, and other information contained herein will provide direction for the use of all facilities and premises owned or operated by Southern Nazarene University by all SNU students, employees, guests, contractors, vendors, and other external organizations.

Space Definitions

In general, SNU spaces are divided into three types or categories: Academic, Athletic, and General Use. Academic spaces represent areas that are primarily designated as being used for academic purposes such as standard classrooms, instructional labs, lecture halls, and other such spaces. Athletic spaces include those areas that have been designated for primary use of SNU Athletic teams and departments. These include spaces like the SNU Football Complex, Cypert Baseball and Softball Complex, Sawyer Center, and Rhodes Soccer Fields. General Use spaces include areas that are not specifically part of Academic or Athletic areas and are available for use by the general campus community or exterior organizations via SNU Conferencing and Event Services. These types of spaces would include locations such as the Bud Robinson room, Heritage and Flinner rooms, Herrick auditorium, Cantrell Hall, lobbies, and other internal building spaces, as well as the various lawns or other designated outdoor spaces on SNU Premises.

Space Use Fee Definitions

Fees for the use of different SNU spaces and premises will be divided into internal, affiliated, and external rates based on three criteria: the audience for the use of the space, the funding source or sources, and if a partnership with an outside organization is involved in the programming, event, or

meeting. The degree to which one or a combination of these criteria is present will factor into the particular space use's classification and potential fees.

Internal Space Use Fees (No space use fee)– The program, meeting, or event is an initiative of, and was created and developed by SNU for the benefit of the SNU community.

- Audience – The event is for SNU employees and/or students primarily but may be open to the public in certain instances as well.
- Funding – The event will be supported entirely by university funds.
- Partnership – The event is an initiative of an SNU department or recognized student group/organization and is not being planned or supported by or through a partnership with an outside (non-SNU) organization or group.
- Risk and Insurance – Risk is totally borne by SNU and SNU insurance policies provide necessary coverage.
- Notwithstanding the above provisions, SNU administration may exempt or reduce fees for an event it deems strategic to the university. Officially sanctioned university events such as regularly scheduled SNU performances, athletic events, and academic conferences are examples of such university events.

Affiliated Space Use Fees (a 50% discount from External Space Use Fees) – The program, meeting, or event is an initiative of SNU, was created and/or developed by SNU and involves some type of external partnership, funding source(s), and/or non-SNU guests.

- Audience – The event is NOT just for the university community and is open to non-university guests/attendees or the public.
- Funding – The event is supported in all or in part by funds from outside of the university. This could include sponsorship, admission fees, fundraisers, ticket sales, etc.
- Partnership – The SNU department or student group has established or is establishing a relationship or collaboration with a non-university organization and wishes to provide access to university space and/or resources for the event as part of such relationship or collaboration.
- Risk and Insurance – Risk is shared by SNU and the partnering organization. A certificate of insurance will be provided by the partnering organization to SNU according to the insurance requirements noted in this policy.
- Notwithstanding the above provisions, SNU administration may exempt or reduce fees for an event it deems strategic to the university. Officially sanctioned university events such as regularly scheduled SNU performances, athletic events, and academic conferences are examples of such university events.

Additionally, to receive this rate, the event and its organizers must do the following.

- An SNU employee must request the space for use and identify who the partnering organization is and who the audience for the event will be.
- An SNU employee from the department partnering with the outside organization must serve as the primary contact and planner for the event details and an SNU employee must be at the event in its entirety.

- The SNU department partnering with the outside organization will be billed for space use and all other services through one of its SNU budget lines.

External Space Use Fees (Full Space Use Fees) – The program, meeting, or event is an initiative of a private organization or individual.

- Audience – The event is intended primarily for non-university attendees but may have some SNU employees or students attending as well.
- Funding – The event is financially supported with non-university funds entirely.
- Partnership – The organizing entity wishes to use the university space or facility with no partnership or collaboration as part of the event.
- Risk and Insurance – Risk is totally borne by the private organization or individual. A certificate of insurance will be provided by the organization or individual to SNU according to the insurance requirements noted in this policy.

Special Considerations for External Events – Some external events will be granted a discount on a space use fee based on the following criteria.

- **Not-For-Profit Organization** – A 20% discount off the External Space Use Fee will be granted to non-profit organizations providing appropriate documentation of such status.
- **Current SNU Employees** – Current SNU employees wishing to host a personal, non-commercial, event (private reception, family reunion, etc.) where they will be in attendance for the duration of the event will be granted a 20% discount off the External Space Use Fee. SNU employees are not permitted to make reservations for other, non-SNU employed individuals or organizations, as a way of providing this employee benefit to others.

NOTE – *These Space Use Fees and any discounts shown are applicable to the use of the space and the charges specifically for the use of the space ONLY. Any food service/catering, linen services, equipment rentals or other such additional charges that must occur as part of the details of the event are not part of the space use fees and not part of any applicable discounts for the space use fees.*

General Space Use Fees (subject to change year to year)

1. **Small Conference Room** – \$200 (8-hour rate) – Example: second floor Marchant conference room – access to room, any technology in room, and guest Wi-Fi access
2. **Medium Conference/Event Room** - \$350 (8-hour rate) – Examples: Marchant Hearth room, Webster Fireside room, President’s Dining Room – access to room, any technology in room, and guest Wi-Fi access
3. **Large Conference/Event Room** - \$500 – (8-hour rate) – Example: Bud Robinson room – access to room, any technology in room, and guest Wi-Fi access
4. **Standard Classroom** - \$175 (8-hour rate) – access to room, any technology in room, and guest Wi-Fi access
5. **Lecture Hall Type Classroom** - \$400 (8-hour rate) – Examples: Royce Brown 136 or 137, Beaver 106– access to room, any technology in room, and guest Wi-Fi access.

6. **Recital/Performance Hall** - \$500 (4-hour rate) – Examples: Cantrell Hall, Herrick Auditorium – access to space and technology within it. SNU sound tech required to run equipment and subject to additional charges.
7. **Overnight housing room** - \$40/person/night – access to room and any appropriately connected shower and restroom facilities, NO linen service
8. **Competition Gym** - \$500 (4-hour rate) – Example: Sawyer Center – access to court use only, any additional spaces needed subject to additional charges.
9. **Intramural Gym** - \$250 (4-hour rate) – Examples: Broadhurst large or small gym – access to court use and the rest of gymnasium room only, any additional spaces needed subject to additional charges.
10. **Competition Field** - \$700 (4-hour rate) – Examples: SNU Football Competition Field, Rhodes Soccer Field, Tere Webber Field, SNU Rugby Field – access to field and public restroom facilities only, access to any additional spaces needed subject to additional charges.
11. **Outdoor Lawn Space** – \$200 (4-hour rate) – Examples: Hatley lawn, Broadhurst lawn, Lamp of Learning area – access to the lawn area only, any additional equipment or services needed subject to additional charges.
12. **Crimson Corner Area** – \$400 (4-hour rate) – access to and use of the turf area, bonfire pit, pergola area, outdoor kitchen, and putting area.
13. **Outdoor Basketball Court** – \$50/hour – access to the court only.
14. **Sand Volleyball Courts** – \$50/hour (one court) – access to the court only.
15. **Pickleball Courts** – \$20/hour (one court) – access to the court only.
16. **Futsal Court** – \$25/hour – access to the court only.

Additional services or equipment required for an event outside of what is provided through SNU internal service departments will be arranged and coordinated through SNU Conferencing and Event Services and added to the event invoice at the cost for those services. An event organizer or point of contact can specify a vendor to be used for various services if not to be provided by SNU internal departments (except for food service or catering). However, those vendors and arrangements will still be coordinated through SNU Conference and Event Services and must meet the standard requirements of any SNU vendor or contractor to be used. If an event, whether internal or external, requires services that will be provided by internal SNU departments but those services are to be provided outside of normal business hours, as the result of the group or event's larger size, as the result of additional or special set up considerations, etc., additional charges will apply and be detailed to the space user in the quote and invoice for the event.

Specifically related to custodial services for events, three pre-determined packages of coverage are designated based on an event's size, hours, and/or scope.

4 Hours of Coverage – 1 round or porter service during the event hours, 2 people for 2 hours, pull and reline all trash, and clean and restock all restrooms. All supplies and custodial equipment included.

8 Hours of Coverage – 1 round of porter service during the event hours, 2 people for 4 hours, pull and reline all trash, clean and restock all restrooms, and clean after the event to ensure facility is ready for next day or if a multi-day event. All supplies and custodial equipment included.

16 Hours of Coverage – 2 dedicated employees for the duration of the event, 2 people for 8 hours, ensure facility is set up and ready prior to start of event, full porter service during the event (restrooms, entryways, trash service, spill response, etc.), clean after the event to ensure facility is ready for next day or if a multi-day event. All supplies and custodial equipment included.

Catering/Food Service/Concessions

Southern Nazarene University has a contractual relationship with Sodexo (SNU Dining) that permits Sodexo to be the preferred and sole food service and catering provider on all SNU premises. Any event or meeting should plan to use SNU Dining Services to provide catering and food services for their event if necessary.

The only exceptions to the use of SNU Dining for meetings or events food services would be as follows for fully internal events or meetings. Any Affiliate Event or External Event will be required to use SNU Dining Services.

\$150 Limit – It is understandable in many, more minor circumstances (department get together, team party, small meeting) to prefer to purchase items of food and drinks to have informally for these times. If an SNU department or individual would want to choose this course and would be spending less than \$150, this would be an appropriate exception.

Donated Food or Drink – There are times when other partner groups or organizations provide our areas with donated food or drink. This would not be a departure from SNU’s contractual relationship and would be acceptable. However, the donating organization or individual would not be permitted to come on SNU premises and use catering kitchens or facilities to prepare or serve the food, and an organization or individual would not be permitted to donate funds for the use of another food service provider or catering company on SNU premises.

Concessions at Events – Certain SNU Facilities and Spaces have constructed and designated locations for concession sales related to the events happening in those locations (Sawyer Athletic Center and the SNU Football Stadium). Such concessions shall generally only be operated by appropriate SNU departments or entities unless permission is contractually granted to another entity. No non-SNU group or entity will be allowed to have concessions or merchandise sales on SNU premises unless such permission is granted as part of the space or facilities use agreement.

In spaces or areas without constructed concession areas, but where some events may lend themselves to concession sales for certain events (Herrick Auditorium, Cantrell Hall, Bud Robinson Conference Room, Beaver 106, or Broadhurst Recreation Center) no concession sales by non-SNU entities will be allowed without written permission being given as part of a facility or space use agreement prior to the event. For SNU departments or organizations, limited concession sales for fundraising purposes may be permitted in these areas with the following understandings:

- Food or drink may be sold in lobbies or other such areas outside of the venue viewing space.
- Food and drink should primarily be consumed in the lobby or other such area outside of the venue viewing space.
- Food sold will be single-serving size and pre-packaged for easy consumption and clean up.

- Any drinks sold will be single-serving size in such containers that allow them to be closed, resealed, or otherwise have a lid to reduce the possibility of spills.

Law Enforcement and Safety Considerations

Southern Nazarene University reserves the right to require SNU Public Safety/Campus Police to be present at any event based on a variety of factors considered in a risk assessment of the event, its anticipated attendees, etc. Any additional costs for such a required presence will be borne solely by the event organizer or group and will be communicated in advance of the event.

Reservation Scheduling Priority

The facilities and premises of Southern Nazarene University are available primarily for the purposes of conducting SNU's instructional programming and sanctioned athletic events and activities. Time, place, and manner of non-instructional or non-athletic events and activities shall be determined in accordance with relevant SNU policies and procedures. SNU Conference and Event Services is responsible for scheduling facilities for non-instructional and non-SNU athletic events and coordinating services in the best interest of the University while serving our primary constituents – students and the campus community. Priority for scheduling when competing requests have been submitted for a space that is still available will be based on the following order.

First Priority: SNU recognized student organizations or groups.

Second Priority: Campus groups which may include: SNU departments, groups with formal affiliation to SNU or the Church of the Nazarene, and campus community members acting in their capacity as such.

Third Priority: External organizations or clients that have no official affiliation with the University.

Reservation Procedures

All space reservations are made through the SNU Event Manager system at this link. Please note that a request for space usage does not guarantee the use of the space. The requestor will receive a request approval email reply when the space has been designated for the requestor's event and usage.

Meeting Only/Non-Supported – An event of this type takes place during the space/building normal hours of open operation, utilizes only the existing furniture and technology within the room or space, and requires no dedicated service, catering/food service, or technology personnel support.

A request/space reservation for this type of event should be submitted no less than 3 business days in advance.

Supported Internal Event – An event of this type requires support by one or more SNU departments (Facilities Services, Public Safety, Information Technology, SNU Dining, etc.) and has a primary audience or attendees that are all internal to SNU.

A request/space reservation for this type of event should be submitted as far in advance as possible, but no less than 10 business days in advance, to allow for the best coordination and service by SNU support departments.

Supported Affiliate Event – An event of this type requires support by one or more SNU departments (Facilities Services, Public Safety, Information Technology, SNU Dining, etc.) and has an audience or attendees that will possibly include non-SNU individuals.

A request/space reservation for this type of event should be submitted as far in advance as possible, but no less than 15 business days in advance, to allow for best coordination and service by SNU support departments and to allow coordination with any necessary outside entities that are connected to the partnering organization: insurance carriers for risk and liability purposes as an example.

Supported External Event – Any external entity wanting to reserve and use SNU space or premises must contact SNU Conference and Event Services for direct contact and coordination of all details.

Insurance and Liability

Internal Departments and Student Groups or Organizations – Liability for the use of SNU space by these types of groups is covered under existing university policies and does not require any additional coverage, in general. University Risk Management may conduct a Risk Assessment or have other mitigation requirements depending on the types of activities to take place during the event, however.

Affiliate Event Organizations and External Event Space Users – Non-SNU entities wishing to partner with internal SNU departments or organizations in Affiliate type events or use university space or premises as a totally external organization must sign a Facilities Use Agreement and provide proof of insurance to Southern Nazarene University. The certificate(s) of insurance provided to SNU must show the insured carries general liability insurance of no less than one million dollars (\$1,000,000) per occurrence and two million dollars (\$2,000,000) aggregate. Workers Compensation/Employers Liability and Vehicle Liability may also be required if applicable. Southern Nazarene University, its Board of Trustees, officers, employees, agents, and volunteers as additional insureds on the general liability policies, and if the event will involve minors, an endorsement or separate policy showing coverage for sexual abuse and molestation in the same per occurrence and aggregate amounts will also be required.

Risk Level Exception and Waiver Threshold – While evidence of required insurance coverage is generally mandatory for all outside users of SNU space, in instances where it is determined that a space user or event presents a low risk level to SNU, a waiver of the certificate of insurance requirement may be granted at the discretion of University Risk Management only. Any such waiver will be evaluated on a case-by-case basis for each time the event is requested/scheduled. The evaluation of risk level will consider elements that include, but are not limited to; size of event/group, duration of the event, physical elements or aspects of activities at the event, the inclusion of minors, the use of equipment or vehicles in the event, etc.