



POLICIES AND PROCEDURES (ISUPP)

Events Management

ISUPP 11020

POLICY INFORMATION

Policy Section: *Facilities and Operations*

Policy Title: *Events Management*

Responsible Executive (RE): *Vice President, Operations*

Sponsoring Organization (SO): *Campus Operations*

Effective Date(s): *TBA*

Last Reviewed: *New Policy*

Next Review: *TBA*

I. INTRODUCTION

This policy establishes clear and consistent guidelines for planning and executing events on University property to promote safety, efficiency, and to encourage University-wide collaboration. This policy applies to all University departments, student organizations, faculty, staff, external entities, and guests who plan, sponsor, or attend events on University premises or University-affiliated locations.

II. DEFINITIONS

- A. **Event Sponsor:** The individual or entity planning, organizing, or sponsoring an event.
- B. **Fronting:** A situation wherein an ISU employee reserves University space on behalf of an outside organization at no cost or at a discounted University rate.
- C. **Scheduling Authority:** The individual or entity responsible for authorizing the use of specific University facilities.
- D. **University Facilities:** Any property, building, space, or premises within boundaries owned or leased by the University.

III. POLICY STATEMENT

University facilities exist for the primary purpose of education and are established and maintained primarily for the use of the University in accomplishing its educational mission. They are to be used by faculty, staff, students, and affiliated organizations and constituencies. As such, University facilities are available primarily for programs offered by and intended for the University

and the University community. When space availability allows, the University makes its facilities available to groups and organizations outside of the University whose purpose is not in conflict with the University's mission and core values. Rental rates for available facilities are developed based on considerations including, but not limited to, user status, facility type, fair-market value assessments, labor costs, equipment, and cleaning/maintenance needs.

IV. AUTHORITY AND RESPONSIBILITIES

A. Scheduling Authority. The Scheduling Authority differs by facility being scheduled for use. The following have scheduling authority over the named facilities.

1. Vice President of Operations (or delegate)
 - a. The Alumni Center
 - b. Miscellaneous Outdoor Spaces
 - c. Rugby Field at Bartz Field
 - d. Bartz Field
 - e. Davis Field
 - f. Performing Arts Center
 - g. ICCU Dome
 - h. ICCU Practice Field
 - i. Reed Gym
 - j. Fraizer Hall
2. Vice President of Student Affairs (or delegate)
 - a. Student Union Building
 - b. Cadet Field
 - c. Quad Lawn
 - d. Student Recreation Center
3. ISU Registrar
 - a. Classroom Spaces

B. Scheduling Authority Responsibilities

1. The Scheduling Authority has the right to evaluate and make the final determination regarding event classification including determining all appropriate fees and rates applied to event requests.
2. The Scheduling Authority is responsible for overseeing the annual updating of rental rates for space, equipment and labor as needed to properly maintain and operate event facilities.

V. GENERAL

- A. All University employees, faculty, students, and third-party event sponsors are responsible for following the appropriate steps in booking and reserving space and equipment. The University reserves the right to decide which activities may or may not be held on campus and to establish fair and reasonable charges for the use of these facilities.
- B. The use of University facilities, whether by external entities or University entities shall not interfere with instructional activities or any other part of the University's mission, including diverting space or other resources away from the scheduled classes, programs, and other

mission-oriented events of the University.

C. Events are categorized as follows:

1. **University-Sponsored Events:** Events organized by University departments, the Office of the President, faculty, or administration to support academic, cultural, or institutional objectives.
2. **Students Organization Events:** Events hosted by registered student organizations that continue to meet the formal requirements for being a student organization and are held primarily for student engagement.
3. **Co-Sponsored Event:** Events primarily organized by non-University entities using campus facilities, but hosted by University departments, the Office of the President, faculty, or administration.
4. **Third-Party / External Events:** Events organized by non-University entities using campus facilities.
5. **Private Events:** Invitation-only events not open to the general public.

D. The following general policies apply to all users of campus space. When making reservations or using University Facilities, users accept the following terms and conditions:

1. Space is used and occupied only for the purpose listed on the reservation. Changes to the purpose of the reservation must be approved by the Scheduling Authority prior to the date of the event.
2. The University reserves the right to assign, or in some cases, move an event to a different facility than requested in order to assure the most appropriate utilization of campus facilities. Safety and security issues may also be considered.
3. When an event is held on campus, parking is available to non-University guests through designated event parking areas. Parking outside of designated event areas may require a University permit. Cars without the proper permit parked in these lots are subject to tickets. Parking illegally in a handicap space, a red zone, on a sidewalk or lawn will result in a ticket. The Scheduling Authority may reserve special parking depending on the type of event. For reserved parking, an additional fee may be charged.

E. Required Forms and Consultations. The University may require documentation including, but not limited to:

1. Contract and/or Facilities Use Agreement;
2. Proof of Liability Insurance: If required, a certificate of insurance must be provided to the Scheduling Authority no less than 14 business days prior to the start of the scheduled activity;
3. Completion of a Risk Management Assessment;
4. Assumption of Risk or Waiver of Liability; and / or
5. Any other documentation required by the Scheduling Authority, including those required when events include the participation of minors.

F. Facility Use Agreements:

1. The University uses a variety of Facility Use Agreements which may impose varying insurance and risk management coordination requirements depending on the type of

- event and the degree of risk the event imposes. Event Sponsors are to use the most appropriate version of the Facility Use Agreements for their events, as required by the Scheduling Authority.
2. A Scheduling Authority or designee who is unsure of the type of Facility Use Agreement required for a specific event will consult with the Office of General Counsel.
 3. The Scheduling Authority reserves the right to require additional contracting to protect the interests of the University in consultation with the Office of General Counsel.
- G. Fronting is strictly prohibited.
1. Space reserved by an organization or individual must be used for the sole intended purpose described in the Facilities Use Agreement or Event confirmation.
 2. University Student Organizations and departments may not reserve space for other organizations for the purpose of securing lower rental rates.
 3. The organization named on the reservation remains solely responsible for communicating, initiating, planning, implementing, attending, and financing the event.
 4. Entities may not transfer reserved space to another individual or entity.
- H. ADA Compliance. Event sponsors are responsible for ensuring compliance with the ADA as applicable to the needs of the event.
- I. Opening and closing times. Opening and closing times for event properties differ based on the facility and type of event. Scheduling Authorities are responsible for determining appropriate start and ending times.

VI. SCHEDULING

- A. Scheduling Procedures
1. All requests for reserving and using University spaces shall be routed through the appropriate Scheduling Authority or their delegate.
 2. Date holds: Excessive date holds are prohibited unless specifically authorized by the Scheduling Authority on a case-by-case basis. Departments are permitted to hold up to two dates in the EMS calendar for a particular event while deciding on a particular date and time, depending on the event venue and event type. Event Sponsors should contact the appropriate Scheduling Authority to discuss specifics regarding the event and venue.
- B. Scheduling Priorities
1. General priority for space reservation and University resources are determined in the following order:
 - a. Presidential Events.
 - b. Academic and Official University Program Events, such as classes, ISU Athletic Events, School of Performing Arts Events, etc.
 - c. Mission Critical University Sponsored Events including academic conferences, official ceremonies, institutional programs and events for recruitment and retention.

- d. Large-Scale Collaborative Events including University-wide festivals and fairs.
 - e. Student Organization Events sponsored by registered student groups with active campus engagement.
 - f. Seasonal Community, High School, and/or State Sponsored Events such as, but not limited to the Performing Arts, High School Athletic Activities, Debate Tournaments, Potato/Agricultural Conference, Civic responsibility related events (voting, jury duty selection, etc.), Holiday Fairs, and similar events that are normally scheduled during the same timeframe each year and that do not prevent the University's ability to execute internally sponsored events.
 - g. Other External Events that are not in conflict with the educational mission of Idaho State University.
2. Some University Facilities have special priority designations.
 - a. In Student specific spaces such as the Pond Student Union Building, Student events take precedence.
 - b. In Athletic specific venues, such as the ICCU Dome, ICCU Practice Field, Miller Ranch Field, Reed Gymnasium (tennis courts and basketball court), and Davis Field, Athletic Department Events take precedence. Reasonable efforts for other seasonal usage will be made as schedules permit.
 - c. Departments will retain scheduling rights to their dedicated spaces. Mission specific space will not be booked for other purposes without consultation with the hosting department.
 3. Resolution of Conflicts: Scheduling conflicts not resolved using the guidelines of this Policy will be resolved by the respective Scheduling Authority whose determination on the matter is final.

VII. PRICING

Usage fees and associated costs are determined based on the cost to prepare, clean, and reset University Facilities, as well as labor rates, local space rental rates, space amenities and size. Usage fees are updated on an annual basis and vary depending on whether the Sponsor is an internal or external entity. Specific rates can be located on the University's events website.

A. Internal University Sponsored Event Pricing

1. University Events and Student Organization Events are classified as Internal Events.
2. In order for a reservation to be classified as an Internal Event, each of the following criteria must be met:
 - a. The event is charged to an internal index, if applicable;
 - b. The University department or recognized Student Organization is responsible for all aspects of the event planning process, which includes attending pre-event meetings and being on-site throughout the duration of the event;
 - c. The event is free to attendees, or revenue generated by the event through vendors or admissions is fully allocated to the University department or Student

Organization sponsoring the event.

- B. Co-Sponsored Event Pricing
 - 1. A Co-Sponsored Event is an event which uses campus facilities and:
 - a. The event is charged to a Third-Party; and/ or
 - b. A non-University entity is primarily responsible for the event planning process.
 - 2. For an Event to be considered a Co-Sponsored Event, the University must be involved in the process of planning and execution.
- B. External Event Pricing. Third-Party Events and Private Events are External Events.
- C. State agencies and local government may be eligible for discounted rates.
- D. Equipment Rental. Equipment availability will vary by facility/venue and is available on the University's event website.
- E. Deposits: For external events a deposit, purchase order or guarantee with a credit card may be required and due at the time of the reservation confirmation, at the discretion of the Scheduling Authority.

II. EVENT CONDUCT AND COMPLIANCE

- A. All users, including off-campus users, are expected to adhere to all University policies, regulations and local, state and federal laws. Failure to comply with these regulations may result in the forfeiture of scheduling privileges. Specifically, all events must comply with:
 - 1. University policies including the ISUPP 5000 *Student Code of Conduct* and ISUPP 1080 *Protection of Minors*;
 - 2. Fire and Safety Regulations; and,
 - 3. Local, State, and Federal Laws
- B. Event Sponsors are responsible for the following duties:
 - 1. Oversee the event content, logistical planning, and be present on and manage the day-of event, including the management of vendors, patrons, and related functions;
 - 2. Externally Sponsored Event Sponsors are required to sign a Facilities Use Agreement, or other form of contract as required, in order to use University Facilities.
 - 3. Securing any required liability insurance. Certain activities may require additional insurance. Activities or events in question will be referred to the University Risk Manager for review.
- C. General Conduct
 - 1. Decorations must be approved by the Scheduling Authority. Waivers are potentially available when requested and in collaboration with the Office of General Counsel.
 - a. Approved decorations are the responsibility of the Event Sponsor, including setup, storage, and timely removal.
 - b. At no time is it acceptable to hang items on the walls or ceiling of any University facility, particularly those which cover up lighting fixtures, exit signs, fire exits or fire extinguishers.
 - c. The use of any tape, including any type of duct tape, scotch tape, two-sided carpet

tape, or any type of glue, is prohibited on building surfaces including, but not limited to, tables, walls, floors, ceilings, door frames, doors, windows, window frames, elevators, and floors or railings. The use of any adhesive material must be approved by the Scheduling Authority.

- d. The use of any type of nails, tacks, staples, or any other sharp objects including stakes in the ground, are not to be driven into building surfaces, including, but not limited to, tables, walls, floors, ceilings, door frames, doors, windows, window frames, elevators, and floors or railings. The use of any sharp fastener must be approved by the Scheduling Authority.
 - e. Users shall not make, or permit to be made, any alterations to the facilities without first obtaining the consent of the Scheduling Authority.
 - f. Any rearrangement of the requested set up made at the time of reservation may result in a labor fee.
 - g. Decorations must not be attached to curtains, draperies, or air vents nor are they to be attached to or obstruct fire equipment.
 - h. All free-standing decorations must be stable or anchored securely.
 - i. Flammable materials including, but not limited to hay, leaves, straw, cornstalks, are prohibited.
 - j. Materials that may create walking hazards including, but not limited to sand, gravel, and rice are prohibited.
 - k. Glitter/confetti of any kind is not permitted on the property.
 - l. All decorations must be painted prior to being brought in the building.
 - m. Approval must be secured to extend decorations outside the room which has been reserved.
 - n. All decorations must be removed at the conclusion of the contracted time.
 - o. Open flames are not permitted.
- 2. Any organization leaving the facilities in disorder is responsible for cleaning and/or labor charges to restore the facility to its original condition.
 - 3. Building opening and closing times vary across campus. Event Sponsors may need to make arrangements for building access through the Scheduling Authority.
 - 4. Large events may require security personnel and crowd control measures.
- B. Food and Beverage
- 1. Catering: The contracted University dining services has the exclusive right of first refusal to offer food and beverage service on campus. This includes the dining hall, catering, concessions, vending, and retail outlets.
 - 2. Events held on campus or in campus facilities requiring food or beverages must have a signed waiver in order to use dining services outside of the contracted University dining service.
 - 3. While some facilities may have kitchen facilities, those facilities are not generally available for use. If an event requires the use of kitchen facilities, the event organizer should make additional arrangements at the discretion of the Scheduling Authority.

- C. Noise and Disturbance: All Events must adhere to Local Ordinances, including noise and light restrictions.
- D. Animals. Animals are generally not allowed in the University facilities with the exception of service animals and must be in compliance with ADA provisions. Events or activities that require the use of animals will be considered on a case-by-case basis. In considering exemptions to this provision, the appropriate will assess the size, species and safety to both the animal(s) and participants.
- E. Cancellations, Postponements and No-Shows
 - 1. The University reserves the right to cancel events due to safety concerns, policy violations, unforeseen circumstances, or other prudent reasons. Scheduling Authorities should contact the Office of General Counsel, as needed, when processing event cancellations.
 - 2. When an event needs to be rescheduled or relocated, event sponsors will be given as much notice as possible.
 - 3. Sponsors must notify the University of cancellations as soon as possible. Failure to notify the University of a cancellation in a reasonable time at the discretion of the Scheduling Authority may result in a forfeited deposit, or a fee charged, for events cancelled less than 48 hours in advance or as otherwise outlines in the contract / Facilities Use Agreement. Any incurred expense will be charged to the event Sponsor.
 - 4. All External Sponsors will be liable for the remaining balance of the rental fee if the cancellation is received less than seven (7) days prior to the event date.
 - 5. All cancellations must be made in writing directly to the Scheduling Authority. Cancellations made through a source other than the Scheduling Authority does not constitute a cancellation and therefore separate charges may apply.

II. ENFORCEMENT, VIOLATIONS, AND PENALTIES

- A. The University may take the following action against any ISU employees who engages in Fronting:
 - 1. Deny or rescind the ISU employee's permission to use the space, even if the Event has already commenced;
 - 2. Allow the Event to proceed, but adjust all fees associated with the Event to the appropriate rates;
 - 3. Restrict any ISU employee involved in Fronting from reserving space either at the specific venue where the Fronting took place or anywhere on Campus; and/or,
 - 4. Restrict any third-party involved in Fronting from reserving space on Campus.
- B. Violation of this policy may result in event cancellation, loss of event privileges, or disciplinary actions.
- C. All Sponsors will be liable for any expenses incurred by the University.

III. APPLICABLE LAWS

- A. ISUPP 1040 *Alcoholic Beverage Permitting*

- B. ISUPP 1080 *Protection of Minors*
- C. ISUPP 5000 *Student Code of Conduct*
- D. ISUPP 9000 *Possession of Firearms*
- E. ISUPP 9040 *Smoke Free Campus*
- F. ISUPP 11010 *Use of University Space for Expressive Activity*