

Facilities Event Licensing and Sponsorship Policy

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SECTION I. PURPOSE

University of St. Thomas facilities primarily are intended to serve the St. Thomas community in furtherance of the University's mission. When space is not needed for academic or operational purposes, St. Thomas may license space for use by third parties. Licensing utilizes numerous University resources, including labor for set-up, take-down and custodial services; audiovisual and other equipment; administrative resources; and maintenance and depreciation costs. Therefore, St. Thomas typically charges a facilities license fee for third party use of University facilities.

Under certain circumstances, a facilities licensing opportunity will benefit St. Thomas in ways that justify the reduction or waiver of its licensing fees. These situations include, for example, uses that will further the University's mission to advance the common good and its strategic goals of enhanced visibility and profile, or that directly benefit St. Thomas students, faculty and staff.

This policy sets forth the minimum requirements for licensing St. Thomas facilities to third parties for events, and the circumstances under which St. Thomas may sponsor a third party event of St. Thomas facilities, resulting in a waiver of all or a portion of the usual licensing fees. This policy is intended to assure that use of St. Thomas facilities by third parties for events is consistent with the University's priorities and reflects an acceptable return on the University's investment of resources required to support the third party event.

SECTION II. SCOPE AND APPLICABILITY

This policy governs licensing of St. Thomas facilities to third parties for an event. The expectations set forth in this policy apply to all St. Thomas students and employees (faculty, staff and student workers), student clubs and organizations, and all schools, colleges, divisions, departments and other units.

SECTION III. DEFINITIONS

When used in this policy, the following terms have the following meanings:

- a. ***Conference and Event Services (CES)*** is the St. Thomas unit with responsibility for facilities licensing.
- b. To ***license*** St. Thomas facilities means to allow third parties to use designated facilities for a period of time and purposes agreed with St. Thomas, regardless of whether St. Thomas charges a fee for such use. CES coordinates licensing activities.
- c. A ***third party*** is any entity or organization outside of St. Thomas (regardless of whether it is a non-profit, corporate, religious, governmental, association, or other organization) or one or more individuals acting in their personal capacity representing an entity or organization outside of St. Thomas (that is, in a capacity other than in their role as a St. Thomas student, faculty or staff member).

- d. A **third party licensee** is a third party who licenses space from St. Thomas.
- e. A **Third Party Event** means a conference or event held in St. Thomas facilities and organized by one or more third parties, where the University does not have responsibility for or control of the details and supervision of the event.
- f. A **Sponsored Event** is a Third Party Event, lasting fewer than five days, that is approved for sponsorship under this policy.
- g. **Sponsorship** means the University has agreed to financially support a Third Party Event by reducing or waiving the facilities license fees that otherwise would apply.
- h. **Sponsor** means the President's Cabinet member who supports University sponsorship of a Third Party Event on behalf of a unit that reports to the Sponsor.
- i. A **sponsorship request form** is an internal form requesting University sponsorship of a Third Party Event. The form is maintained by CES and must be completed and submitted in accordance with the procedures attached to this policy as Appendix A.
- j. A **University Host** is the St. Thomas faculty or staff member who serves as the liaison for a Sponsored Event or Hosted Event. The University Host is responsible for coordinating between the third party licensee and campus support departments.
- k. A **campus support department** is a University department or unit that provides support and services for events on campus. Examples include: Facilities Management (set-ups and custodial support), Dining Services, Campus Scheduling Services, Information Technology Services, Public Safety, etc.
- l. A **Hosted Event** is a Third Party Event that is either:
 - (i) a meeting of a professional association or similar group of professionals of which the University Host is a member, that will be attended by fewer than 100 individuals and lasts less than two days where the University Host helps plan and participates in the event in the scope of their St. Thomas employment, and the costs of the University Host's participation in the event, if it were held off campus, would be chargeable to or reimbursable by St. Thomas as a business expense under applicable St. Thomas policies; or
 - (ii) an event designed to benefit a charitable organization, which a St. Thomas student club or organization helps to plan and coordinate, and the Student Affairs Director of Campus Life has approved the event.
- m. A **certificate of insurance (COI)** is a document issued by an insurance company certifying that an insurance policy is in place for specified activities and summarizing the most important provisions of the applicable insurance contract.

SECTION IV. FACILITIES LICENSE AGREEMENT

St. Thomas generally will require third parties to enter into a facilities license agreement before allowing St. Thomas facilities to be used for a Third Party Event, unless the event is a Hosted Event. A license agreement is needed regardless of whether St. Thomas charges a license fee for the Third

Party Event. Among other things, the license agreement will require third party licensees to timely provide St. Thomas with a certificate of insurance that names the University of St. Thomas as certificate holder and additional insured.

CES has responsibility for approving Third Party Events and for negotiating the associated facilities license agreements.

SECTION V. FACILITIES LICENSE FEES

Unless the event is a Hosted Event or a Sponsored Event, St. Thomas generally charges competitive facilities license fees for Third Party Events. The standard fees for Third Party Events are maintained by CES and may be adjusted from time to time.

SECTION VI. HOSTED EVENTS

A Hosted Event may be held in St. Thomas facilities without any facilities license fee or facilities license agreement, with approval of the President's Cabinet member most directly responsible for the University Host's unit. The University Host's unit or third party will be responsible for covering any catering, equipment or other costs.

SECTION VII. SPONSORED EVENTS

St. Thomas may agree to sponsor Third Party Events that meet the requirements in subsection (b) below. If sponsorship is approved, the facilities license fees for the Sponsored Event will be discounted, typically by fifty percent (50%) of the published rate for the facility, and the Sponsor has discretion to directly pay all or a portion of the reduced license fees from an appropriate St. Thomas budget account managed by the Sponsor, such that the third party licensee pays no facilities license fees for the use of the facilities. A facilities license agreement will still be required.

The third party licensee generally will incur service charges for catering, security, parking, and extraordinary custodial services for Sponsored Events. ITS offers technical support, staffing and routine equipment for Sponsored Events without charge. However, audio or image recording of the event will incur additional fees. The fee reduction usually is sufficient to cover the out-of-pocket expenses incurred by third party licensees for these services. However, some events are so large that additional cost will be assessed to cover the actual amount of these services and invoiced either to the Sponsor or third party, at the Sponsor's discretion.

Approval Process

Sponsorship of Third Party Events requires completion and submission of a sponsorship request form, as further described in the procedures attached as Appendix A. Sponsorship of Third Party Events requires the written final approval of either the Executive Vice President and Provost (for units that ultimately report up to the Provost and for student clubs and organizations), or the Vice President for Business Affairs (for all other units).

Approval Conditions

Sponsorship approval generally will be granted if the following conditions are met:

- Sufficient and appropriate University facilities, personnel and other applicable resources are available to provide required services for the duration of the Third Party Event.
- The purpose of the Third Party Event, or holding the Third Party Event at St. Thomas, is consistent with the University's mission and convictions, and supports one or more of the University's strategic priorities.
- The Third Party Event is open to St. Thomas students, faculty and staff without charge.
- The University Host will be in attendance for the duration of the Third Party Event to serve as the St. Thomas liaison with the third party licensee.
- The University Host must coordinate and arrange needed services with campus support departments well in advance of and throughout the Third Party Event.

Sponsorship of Third Party Events will not be approved if:

- The third party will charge a registration fee (regardless of whether the fee is charged to St. Thomas students, faculty or staff who attend the event).
- The event will be held during the University's peak licensing periods of January Term and the period between spring commencement and the first day of class for the fall semester.
- The event will be held during University holidays, gift days or academic breaks (such as Fall Break or Spring Break).
- The event will be held within the next 30 days.

Exceptions to the approval conditions will be considered on a case-by-case basis through the office of Conference & Event Services.

CES Support

CES will assign a staff member to work with the University Host to coordinate the execution of the Sponsored Event with internal campus support departments. CES staff will also:

- i. Negotiate a facilities license agreement with the third party licensee, arrange for execution and distribution of the fully executed agreement, and retain it in CES records;
- ii. Receive the certificate of insurance and retain it in CES records;
- iii. Ensure that a Request to Serve Alcoholic Beverages form is completed if necessary, with the University Host listed as the "Responsible Person"; and
- iv. If recording of the event or other services are required, help identify third-party contractors to work with the third party licensee.

At its discretion, CES may have a staff member on site for the execution of the event in order to support the University Host. This does not replace the need for the University Host to be on-site during the event. Post-event, the CES staff member will coordinate one invoice to the third party

SECTION VIII. LICENSING RESTRICTIONS

As a private institution, St. Thomas maintains sole and complete discretion to determine whether and when to license University facilities for use by third parties. St. Thomas may restrict such use for any purpose that does not violate applicable law. Without limiting the foregoing, events may not

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involve encampment on or overnight occupation of St. Thomas outdoor facilities or overnight stays in university buildings or portions thereof not intended or designated for residential use.

Appendix A to Facilities Event Licensing and Sponsorship Policy

Sponsored Event Procedures

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1. Units that wish to sponsor a Third Party Event must reserve the venue using 25Live at least thirty days in advance. 25Live is the University's enterprise system for scheduling courses, meetings and events in University facilities. Any active University faculty, staff or student in an approved student club can request an account. Student department assistants must have their manager request account noting level of access needed. Student department assistants are audited at the beginning of the next Fall Term for access needs.
2. When requesting a meeting location through 25Live, you must check the box on the 25Live form that identifies the event type as SPONSORED - Non UST EVENT. This will generate a sponsorship request form from Conference and Event Services (CES) that will be sent to the University Host.
3. The University Host must complete the form and obtain the Sponsor's signature on the form. The University Host must then return the completed form to CES by the deadline designated by CES. Completed forms that are not returned to CES before the deadline will result in the Sponsor or third party licensee paying the applicable facilities licensing fee for the event.
4. When CES receives the form, it will seek final approval from the EVP and Provost or the Vice President for Business Affairs, based on the identity of the Sponsor. CES will promptly notify the Sponsor and University Host whether approval has been granted. If approval is not granted, it may result in the cancelation of reserved meeting locations. Likewise, in the event that approval is not granted, CES could potentially execute a facilities license agreement with the third party as a full rental without discounts.
5. Once sponsorship receives final approval, CES will work with the University Host and third party licensee to finalize and execute a facilities license agreement.
6. Planning for Sponsored Events is the responsibility of the third party licensee. However, **event details and service requests from campus support departments must be requested by the University Host through the University systems.**