

UAR NUMBER: 121.01

TITLE: Conference Services

ORIGINATOR: Executive Vice President for Academic Affairs

INITIAL ADOPTION: 07/16/1996

REVISION DATES:

PURPOSE: Prescribes policies and procedures for scheduling and coordinating facilities for University-hosted or guest-hosted events.

PROCEDURAL REFERENCES FOR:

Other, Annual Budget Authorization

SCOPE: Internal and external clients using University facilities for events.

PURPOSE: Morehead State University strongly encourages all of its units to develop events and activities for constituencies inside and outside the University. The Office of Conference Services will assist and support all units in making arrangements for these events and activities. This UAR prescribes the policies and procedures related to the scheduling and coordinating of continuing education programs, conferences, workshops, camps, clinics, symposiums or other University-sponsored or -hosted guest activities or events.

RESPONSIBILITY: It shall be the responsibility of the Office of Conference Services to coordinate support services for the activities and events listed above utilizing on-campus facilities, grounds and resources. Responsibility shall include the scheduling of facilities and services; approving the budget or contract for the event or activity; and billing of all costs associated with the activity.

APPLICABILITY: The policies and procedures apply to all MSU faculty, staff, students and external users of University facilities, grounds and resources.

GUIDELINES:

Scheduling: Any University facility or resource to be utilized for any of the above-referenced programs or activities shall be scheduled through and coordinated by the Office of Conference Services with the exception of ADUC. Rooms in ADUC will be scheduled by the University Center Services manager.

Departmental classrooms and conference rooms scheduled for instructional purposes are not subject to this administrative regulation. The scheduling and coordination of facilities, grounds and support services for intercollegiate or intramural athletic activities or student recreational events are not subject to this regulation.

The Office of Conference Services will prescribe the specific information guidelines related to facility scheduling needed by that office to administer this responsibility.

Scheduling of support service resources (e.g. staff) by the Office of Conference Services will be coordinated with the provider of the service.

Facilities will be scheduled on a first-come, first-served basis, and should be scheduled as much in advance of the event as possible.

The Office of Conference Services shall coordinate with support agencies (e.g., Physical Plant, Technical Services, Public Safety, etc.) the estimated support service charges that will be included in any agreement/contract prior to the formal scheduling of the event.

The Office of Conference Services has the authority to schedule groups, facilities and University support resources in a manner that allows for the maximum use of University resources and to make decisions that are in the best interest of the University.

FEES/CHARGES: The Office of Conferences Services will establish fees and charges in cooperation with the sponsoring University department or organizer and non-University sponsor. Fees and charges will be sufficient to cover the cost of the activity and will include facility usage and support service charges as appropriate for the host events. Departmental sponsors should consider the department's revenue objectives when establishing the fee to charge for participation in the activity. The Office of Conference Services will establish procedures for enabling service providers to receive reimbursement for service.

The Office of Conference Services shall establish, by January 1, support service rates with each University service unit provider for each fiscal year. The Office of Conference Services will also establish overhead rates related to that office's coordination and oversight responsibilities. The rates are to be published in the Office of Conference Services Schedule of Support Rates each year.

University-Sponsored Events: University-sponsored events are events organized and arranged by units of Morehead State University.

University-sponsored events will generally be supported without charge to the sponsoring unit if scheduled at least two (2) weeks in advance of the event. Charges related to unusual but required support services will be assessed regardless of the timing of the scheduled event. For an event scheduled within less than two (2) weeks of the event, support costs for the activity will be assessed in accordance with the Schedule of Support Rates.

University-Hosted Events: University-hosted events are events requested by agencies outside of Morehead State University.

The Office of Conference Services shall reimburse University support unit costs in accordance with the Schedule of Support Rates for University-hosted events.

The Office of Conference Services will estimate in advance, all reimbursable costs associated with an event and require that a contract or agreement regarding the use of the University facilities and resources be signed prior to the event.

