



UAR NUMBER:

TITLE:

ORIGINATOR(S):

INITIAL ADOPTION:

REVISION DATE(S):

AUDIENCE: (SELECT ALL THAT APPLY)

FACULTY

STAFF

STUDENTS

VENDORS

OTHER (SPECIFY):

PURPOSE:

SCOPE:

DESCRIPTION (INCLUDE DEFINITIONS):

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

GUIDELINES: 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 and Event Services reserves the rights to adjust scheduled accommodations to best meet the needs of Morehead State University in those rare instances when this may become necessary.

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

The Office of Conference and Event Services reserves the right to schedule major University events/activities (e.g., New Student Days, Family Weekend, Homecoming, Board of Regents meetings, etc.) over other University-hosted events in the rare instance that this becomes necessary.

All University facilities other than those times that accommodate the regular academic schedule of classes (Monday through Friday, 8:00 A.M. - 4:30 P.M., including evening classes) must be scheduled through the Office of Conference and Event Services. The Office may utilize software for scheduling and may require University units to utilize this software to schedule classes and events.

Scheduling of resources needed to support the event or activity will be coordinated by the Office of Conference and Event Services (e.g. Facility Management, University Police, etc.). The estimated fees will be included in any agreement/contract prior to the formal scheduling of the event/activity. Catering services will need to be arranged through the University's partner, Aramark.

FEES/CHARGES: The Office of Conference and Event 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. Departmental sponsors should consider the department's revenue objectives when establishing the fee to charge for participation in the activity. The Office of Conference and Event Services will establish procedures for enabling service providers to receive reimbursement for service.

The Office of Conference and Event Services shall establish, by July 1, for the next fiscal year, the rates for facility usage. The rates are maintained in the Office of Conference and Event Services.

The Office of Conference and Event Services shall reimburse University resources in accordance with the established rates.

When a scheduled event/activity is canceled, the Office of Conference and Event Services should be contacted as soon as possible. Cancellations not received at least twenty-four (24) hours prior to a scheduled event may be subject to a cancellation fee.

Users are financially responsible for any damages which occur during their use of campus facilities. Groups having +

APPROVED BY:

VICE PRESIDENT:  DATE: 7-9-18

APPROPRIATE INSTITUTIONAL REVIEW:  DATE: 7-10-18

PRESIDENT:  DATE: 7-9-18

DESCRIPTION (CONTINUED):