

SUBJECT: FACILITY UTILIZATION & RENTAL

I. PURPOSE: To establish policy for using and/or renting facilities for conferences, meetings and special events (excludes scheduling for instruction)

II. REFERENCES:

III. POLICY

A. The Office of Conference Services (OCS), under the direction of the School of Continuing and Professional Studies (SCPS), is the central contact for scheduling and coordination service for conferring and meeting events in all available facilities on campus. This office will be responsible for scheduling the needs of guests including, but not limited to:

- Facilities Management set up and clean up
- Audio/video and technical needs
- Food services
- Billing and reimbursement
- Security needs and safety concerns
- Signage

However, students will continue to schedule activities in the Sharwan Smith Center through the Student Activities Office. Students requiring space in other campus facilities, or campus grounds, must be approved by the students and/or faculty and staff of the University. These events may or may not include the public, and will include professional Utah organizations (not regional or national), hosted by faculty or staff who are members of said organization and whose affiliation directly relates to their position on this campus. These events will normally incur no room/facility charges. A minimum advanced request time limit will be imposed for events requiring setup/cleanup time. Direct charges will not apply, i.e.: food, housing, audiovisual/tech event that involves a professional partnership between on-campus and off-campus entities. If a group not directly attached to the University has an on-going relationship with a

