POLICY STATEMENT:
Various groups on and off campus may wish to use Touro University's facilities to hold an event. This policy outlines the procedures that student groups, university departments and outside groups would need in order to hold an event on campus.

REASON FOR THE POLICY:
The purpose of this policy is to articulate the procedures for student groups, university departments and outside groups to hold events on campus. The procedures outline the steps that need to be taken to ensure that the event runs smoothly. The procedure also ensures that the departments on campus needed to run an event are notified in a timely manner

WHO SHOULD READ THIS POLICY:
- Vice-Presidents, Deans, Directors and Department Heads
- Faculty
- Staff
- Students
- Off Campus Groups wishing to reserve campus facilities.

TOURO UNIVERSITY EVENT PROCEDURES:

Student Groups: All Student groups wishing to hold an event on campus must register the event with the Associate Dean of Students. Once they have obtained permission from the Associate Dean they can then contact the Master Calendar Committee to secure a date. The Master Calendar Committee meets every two weeks. Once the student group has secured a date they will need to reserve any rooms needed through the EMS system (See the Administrative Assistant in Student Affairs). Submit a facility work request for any set up requirements. Complete an IT request for any audio-visual needs. Meet with the Kitchen Manager for any food needs. Arrangements for payment to Food Service must be made prior to the event either through a SGA check or a university PO. This should be done at least **one month** prior to the event. If the requests are submitted less than **one month** in advance it could mean that Facilities, IT and Food Service may not be able to accommodate your event. If it is warranted, Facilities will set up a meeting with the student group, IT and Food Service to discuss the set up for the event.

University Departments: All University Departments wishing to hold an event on campus must gain approval from their Dean, Program Chair or Unit Director. Once they have gained approval they can then contact the Master Calendar Committee to secure a date. The Master Calendar Committee meets every two weeks. Once the University Department has secured a date they will need to reserve any rooms needed through the EMS system (See Department Administrative Assistant). Submit a facility work request with set up requirements.

Complete an IT request for any audio-visual needs. Meet with the Kitchen Manager for any food needs. A PO must be submitted to food service prior to the event. All requests should be done at least **one month** prior to the event. If the requests are submitted less than **one month** in advance could mean that Facilities, IT and Food Service may not be able to accommodate your event. If it is warranted, Facilities will set up a meeting with the department, IT and Food Service to discuss the set up for the event.

<u>Off Campus Groups:</u> All Off-Campus groups wishing to hold an event on campus will meet with the Administrative Assistant for the Office of Administration. The Administrative Assistant will go over the costs of renting the Facility, Insurance and Equipment Costs. A request for use of Facilities and Services form is filled out. A meeting will be set up with the Kitchen Manager for any food needs. Once this is done the request for use of Facilities and Services form is sent to the Provost for approval. Once approved by the Provost the request will be forwarded to the Master Calendar Committee to secure a date. The Master Calendar Committee meets every two weeks. The Administrative Assistant will reserve any rooms needed through the EMS System and make any Facility & IT requests that are needed. A contract will be drawn up. It will be sent to the CFO for review and approval. The contract will then be sent to Client for signature. The contract will be returned for the Provost's signature. A copy of the signed contract will be sent to the client.