I. Introduction and Purpose
The following procedures maximize the positive use of campus facilities for the university and external communities and minimize unintended liability. All use of Duquesne University facilities must be related to the university’s mission, have a Duquesne University sponsor, or meet necessary approval.

II. Categories of Permissible Use
The following provides descriptions of requests for use of university facilities which are permissible. Any uses outside of these categories require the written permission of a Vice President. Note, however, that any request requires compliance with specific procedural, scheduling and approval steps as further described in appendices.

A. University Sponsored Events
a. University Events
These are events organized and sanctioned by the University, and are subject to the following requirements:
1. The sponsoring University Department is exclusively responsible for the planning and execution of the event, including compliance with contracts, insurance and minors on campus policies.
2. The event contact must be a full time faculty or staff member of a University Department.
3. The event contact must be present for the entirety of the event.
4. The sponsoring University Department is financially responsible for any costs associated with the event and all costs are paid for through a university budget number.

*policies and procedures for requesting the use of space for this event type can be found in Appendix B

Questions regarding these event types should be directed to:

Ron Gigliotti
Director
Office of University Events
412-396-5810
gigliottir300@duq.edu

Ilena Yurochko
Associate Director
Office of University Events
412-396-6597
yurochki@duq.edu
For Power Center Ballroom Events:
Karen White
Events Coordinator
Power Center
412-396-3516
whitek1@duq.edu

b. **Student Events**
These are events organized and sanctioned by the University, and are subject to the following requirements:

1. The sponsoring University Student Organization must be in good standing with the Center for Student Involvement.
2. The contact must be a member of the University Student Organization.
3. The contact and the University Student Organization Advisor must be present at the entire event.
4. The sponsoring University Student Organization is financially responsible for any costs associated with the event and will be paid for by the organization.
5. The sponsoring University Student Organization is responsible for the planning and execution of the event.
6. The sponsoring University Student Organization is responsible for the completion of all supplemental paperwork regarding approval from Public Safety, Dining Services and Duquesne Program Council.

*policies and procedures for requesting the use of space for this event type can be found in Appendix A*

Questions regarding these event types should be directed to:

Brigitte Szivos
Student Events Coordinator
Center for Student Involvement
412-396-6653
pastore424@duq.edu

**B. Co-Sponsored University Events**

These are events which are jointly planned and executed by any external organization and university department, student organization or office and are subject to the following requirements:

1. The event benefits and supports the Mission of Duquesne University and has a direct affiliation to a department or school within the University.
2. The university department co-sponsoring the event is actively involved with its planning, including compliance with contracts, insurance and minors on campus policies.
3. A representative from the co-sponsoring university department is present for the entirety of the event.
4. Duquesne University is prominently displayed on all event literature (external co-sponsor is not permitted to use university logos without explicit permission).
5. Duquesne University students receive free admission (if admission is charged).
6. The co-sponsoring university department has an opportunity to promote its programs through speaking or display of printed materials.

*policies and procedures for requesting the use of space for this event type can be found in Appendix B

Questions regarding these event types should be directed to:

Megan Peterson
Conference Coordinator
Conference Services
412-396-1175
calvinm@duq.edu

For Power Center Ballroom Events:
Karen White
Events Coordinator
Power Center
412-396-3516
whitek1@duq.edu

C. **External Organizations**
External organizations seeking to use university facilities are subject to strict policies and procedures and must contact the Conference Services department or Power Center Ballroom.

Questions regarding these event types should be directed to:

Megan Peterson
Conference Coordinator
Conference Services
412-396-1175
calvinm@duq.edu

For Power Center Ballroom Events:
Karen White
Events Coordinator
Power Center
412-396-3516
whitek1@duq.edu

*polices and procedures for requesting the use of space for this event type can be found in Appendix B

**Appendix A:**
Student Event Rules

~~Your space must be requested with sufficient time to process- No events maybe requested less than 24 hours (working hours) notice.

~~If the space requested is not available, you will be given a comparable space.

~~No rooms will be assigned for study groups or classes.

~~Organizations must be currently recognized and registered through the Center for Student Involvement in order to reserve a room.

~~You will be contacted with a confirmation within 2-4 days depending on the request. Confirmation is based on availability, priority, and the discretion of the Student Events Coordinator.

~~There are times when overtime is needed for events. Charges will be assessed closer to the event date by Facilities Management. Please refer to the Student Events Coordinator for any questions.

~~Supplemental paperwork may be required for your event. You will be notified if additional approval is required for your event.

~~Your group is NOT permitted to use glitter, water or open flames for any event. Please consult the Center for Student Involvement for decoration plans.

~~You are required to submit a set up for your event no later than 1 WEEK before your event. Failure to do so will result in the default set up of choice.

~~Classrooms are reserved through a third party. Please plan accordingly. Classroom space is only reserved by semester.

~~Failure to comply with state, local and federal laws, University Codes and policies, Mission Statement and/or Center for Student Involvement guidelines will result in refusal of rooms, revoking of funds and/or suspension of organization status.

~~IF YOU ARE ANTICIPATING A LARGE ATTENDANCE AND/OR OFF CAMPUS ATTENDANCE, THE REQUIRED EVENT PLANNING APPROVAL FORM MUST BE COMPLETED.

~~The Event Planning Approval Form must be completed no later than 3 weeks prior to your event. All signatures must be obtained before this form is submitted. Failure to complete this form in its entirety WILL result in the cancellation of your event. You must get ALL signatures, NO EXCEPTIONS, before the 3 week deadline has expired. No expectations will be accepted.

Events may not be scheduled during times when the Union Information Center is closed. The Union Information Center is open the following times during the academic year:

Monday – Wednesday: 8:30 a.m. – Midnight
Thursday & Friday: 8:30 a.m. – 1:00 a.m.
Saturday: 10:00 a.m. – 1:00 a.m.
Sunday: 10:00 a.m. – Midnight

These hours change during breaks and summer.

Appendix A:
**Student Events Policy**

All requests for student events with large attendances MUST be received at least **three weeks** prior to the proposed event date in order to be considered.

D.U. Faculty or Staff of the sponsoring department or Faculty/Staff advisor of sponsoring student organization **MUST be present at least one half hour before the event begins and remain until all participants at the event have vacated the event following its conclusion. The Event Planning Approval Form verifying intent to do this must be signed by the Faculty/Staff member/advisor and submitted to the Center for Student Involvement at least **three weeks** prior to the event date or the reservation will be cancelled.**

If the Faculty/Staff member/advisor signs the Event Planning Approval Form and fails to be present at the event and does not provide a faculty/staff designee, refusal of room reservations, revoking of funds and/ or suspension of organization status will occur.

The above mentioned Faculty/Staff member/ advisor is responsible for ensuring that the following guidelines are implemented. If the group is found to knowingly falsify any information or guidelines stated below will have their status immediately revoked from the Center for Student Involvement and will be placed on immediate suspension.

If guests from outside the Duquesne campus community (students, faculty, staff, parents/families of students, alumni are considered to be part of the campus community) are anticipated, Public Safety officer(s) must be hired by the sponsoring department/student organization to monitor the event. If events are advertised or promoted in ANY way to outside guests (i.e. word of mouth, social media, etc.), the sponsoring department/organization must call Public Safety, x6004, to arrange for Public Safety coverage of event at least **three weeks** prior to the event.

If guests from outside the Duquesne campus community are not anticipated, it is the responsibility of the sponsoring organization to check for proper D.U. identification.

The D.U. Faculty or Staff member of the sponsoring department or Faculty/Staff advisor of the sponsoring student organization **MUST** identify himself/herself to the Public Safety Officers upon arrival and specify any special instructions for the officers.

Metal Detectors may be required depending upon anticipated attendance. Public Safety will determine what events require metal detectors and, if metal detectors are required, will provide an officer(s) to attend the metal detector while it is in use. The sponsoring department/student organization will pay the required cost of the necessary Public Safety Officers.

All other policies are subject to change at the discretion of the Center for Student Involvement.

Failure to comply with state, local and federal laws, University Code and policies, Mission Statement and/or Center for Student Involvement guidelines will result in refusal of rooms, revoking of funds and/ or suspension of organization status.

6/23/11

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**Appendix B:**
Power Center Event Policy

University Sponsored Event:

This event type may be requested 45 days prior to desired date for Thursday - Saturday events / 90 days prior to desired date for Sunday-Wednesday events

Co-Sponsored University Event:

This event type may be requested at any time

External / Non-University Event:

This event type may be requested at any time

Non-Approved Events:

- Events planned by student organizations (exceptions include co-sponsored events and external events; all student events should be coordinated through the Center for Student Involvement)
- Events where the audience consists entirely of university students (all student organization events should be coordinated through Center for Student Involvement)
- Classes of any type
- External / Non-University Events that do not meet the affiliation requirements
- Wedding receptions where the bride, groom or a parent of either is not an alumni, current student or employee of the university