

*West Chester University of Pennsylvania
Facility Use Policy*

Purpose:

This document serves as a comprehensive policy designed to govern the use of West Chester University facilities for other than regular academic and co-curricula activities. The Graduate Business Center and Sykes Student Union which are governed by separate policies and rate structures is exempt from this policy. The intent of this policy is to:

1. Establish and communicate clear processes for non-regular facility usage and scheduling;
2. Optimize the use of campus facilities to generate revenues in support of the University's mission;
3. Minimize scheduling conflicts throughout the campus community;
4. Maintain and enforce consistent scheduling policies and priorities;
5. Maintain and enforce a standardized fee structure and contracting process for the use of facilities;
6. Increase the degree of campus awareness regarding campus events;
7. Provide a designated liaison to the local community for scheduling of programs and events.

I. Philosophy:

As a public institution of higher education, West Chester University (WCU) seeks to balance its mission of instruction, scholarship and co-curricula activities with its commitment of service to the broader community of which it is a part. WCU facilities exist for the primary purpose of education and use by faculty, staff, students, and affiliated organizations and constituencies. However, when space availability allows, WCU is committed to making its facilities available to groups and organizations outside the University whose purpose is consistent with the University's mission and strategic plan. Such use also provides WCU with the opportunity to generate resources to advance its mission.

All campus facilities are the property of West Chester University. Specifically, there is no departmental or individual "ownership" of space. The configuration of space assignments may change from time-to-time as needs and opportunities change, and it is inevitable that departments may at times be required to accommodate changes that are less than desirable from their individual viewpoints or interests.

Priority for the use of a specific facility within the context of the purpose for which that facility was designed (gymnasium, classroom, offices, etc.), is assigned as follows:

1. University academic activities.
2. University-sponsored events including athletic events and student events
3. University co-sponsored activities:
 - a. Academic
 - b. Athletic
 - c. Student
4. Non-University/External constituents

Student groups are given the highest priority for the use of the Earl F. Sykes Student Union Building. At all times the University maintains the right to determine which activities are appropriate to be held on the campus.

Space is to be booked consistent with existing procedures for assigning space during the academic semesters. Space is reserved for courses through the scheduling and room assignment process managed by the Associate Registrar for Course and Event Management. All spaces (e.g., classrooms, gymnasiums, offices, conference rooms, aquatic facilities) are held in reserve for academic activities until approximately six months prior to the fall semester and three months prior to the spring semester and summer. After that time, unscheduled space is available to reserve for non-academic activities. The 25Live space management system is the official tool for scheduling all campus space. This system may be accessed on the WCU website at <http://www.wcupa.edu/registrar/campusScheduling/> or inquiries can be made to the Associate Registrar for Course and Event Management.

In the event that space must be reserved prior to the release dates noted above, a request to waive this restriction may be submitted to the Vice President for Administration and Finance and the Vice President for Advancement. These University officers will meet and make a recommendation to the President regarding the booking of that space in advance of the customary space release date. A waiver to book space before the release dates should be based on the event's centrality to the University's mission, revenue generation potential, actual need for advance booking, and impact on the University's image or ability to serve the community.

All space bookings entered into the R25 System must reflect actual events including detailed information about the function scheduled to occur in the space. In the absence of this information the Associate Registrar for Course and Event Management may remove the booking from the R25 System. Blocking space to limit its availability to other users is prohibited.

II. Definitions:

A. University Academic Activities are those activities directly related to the instructional mission of the University such as credit bearing classes, programmatic activities resulting from academic course work, and faculty departmental meetings.

B. University-Sponsored Events are those activities directly related to the life of the campus community beyond the classroom; i.e., intercollegiate athletics, cultural, recreational, and student programming activities. Eligible programs under this category may be scheduled or sponsored by alumni, faculty, staff, administrative offices, student organizations/clubs, and affiliated organizations. University-sponsored events fall into two categories:

- 1. University Events:** are those programs which are scheduled or sponsored by faculty, staff, administrative offices and departments that are planned primarily for members of the WCU community and/or the benefit of West Chester University. It is recognized that alumni, members of the community, and other guests may attend these programs. Examples of such events are: Alumni Weekend, Commencement, convocations, Family Day, Homecoming, intercollegiate competitions,

Martin Luther King Day commemorations, Admissions Accepted Student Days and Open Houses, programs run exclusively by West Chester University employees (these programs must have an approved budget form signed by their dean or vice president), and Foundation and Advancement sponsored fund raising events. The President may classify other events as “Official University Events.”

2. Student Events: these include Student Government Association (SGA) officially-recognized student clubs, organizations, programs, activities and services planned by and primarily for members of the WCU community. It is recognized that members of the community, guests and alumni may attend these programs. Examples of such events are student organizational meetings, workshops, conferences, shows, concerts, movies, and other social activities.

C. University Co-Sponsored Events are programs, conferences, camps, workshops, resource development activities, and/or meetings involving two entities – a University college, academic department, administrative unit, or student organization and an outside organization. The following criteria must be met in order for the event to be considered co-sponsored:

1. Support from a dean or vice president to ensure that the event is consistent with the University’s educational mission.
2. A University Facility Use Agreement issued to the outside organization by the Office of Conference Services.
3. Receipt of a Certificate of Insurance provided by the external organization as outlined in the terms of the University Facility Use Agreement, in order to minimize institutional liability.
4. Receipt of a deposit as outlined in the terms of the contract. At the discretion of the Office of Conference Services, Registration fees collected by the Office may be used to fulfill the deposit requirement.

Resource Development Collaborations with External Groups

West Chester University recognizes that external resources are increasingly important to the success of institutional operations. As a result, collaborations between a University administrative or academic department and an external group which are for the specific purpose of generating revenues to benefit the University or one of its programs will qualify as Co-sponsored Events. All use of facilities involving external groups as co-sponsors must be coordinated through the Conference Services Office. It is expected that at least 25 percent of the gross revenues generated by the activity will be distributed to WCU and/or the sponsoring department/unit to support the purpose for which the activity was held (e.g., scholarship, capital improvements, programs, research, community outreach).

Athletic Events

To ensure compliance with National Collegiate Athletic Association policies, athletic events that qualify as University Co-Sponsored Events must follow the published guidelines as indicated on the “Athletic Team Sponsored Event Agreement” form. Formal sign-off is required from all of the following: team head coach, facility coordinator, NCAA Compliance Officer and the Director of Athletics. All events remain tentative until final approval is given by the Director of Conference Services.

D. Non-University/External Events are those programs and activities organized by individuals, organizations, or groups not part of the organizational structure of the University and who request to use University facilities for the benefit of their own program. Examples of Non-University/External Events include trade shows, fund raising events which do not benefit the University, Non-University performance events, and meetings sponsored by business, government and nonprofit organizations. In addition, this category includes private events such as weddings, bridal or birthday parties, family reunions, and similar events. NOTE: Only current University employees or alumni are eligible to conduct private events in Philips Memorial Building. Private events conducted in the Philips Memorial Building may be held only between mid-May and mid-August and from the day following the December commencement to the day preceding the start of the spring semester. University events always take precedence over non-University events. In all cases, a Facilities Use Agreement will be issued to the external group coordinator of the event.

E. Town/Gown Events are those programs sponsored by organizations which have a formal affiliation agreement with the University. These organizations have been identified by the University as being integral to the institution’s relationship with the community. Only the WCU President can authorize Town/Gown status for an organization. Town/Gown status automatically terminates when the affiliation agreement between the University and the organizations expires. Organizations which are granted Town/Gown status will be charged at 50 percent of the non-profit rental rate and will also be responsible for all support and administrative charges related to the events/ activities held on campus. In all cases, a Facilities Use Agreement will be issued to the external group coordinator of the event.

III. Fee Assessment:

In addition to covering all direct costs, events will be assessed various fees as defined in this section. In January of each year, the Office of Conference Services will set rental fees for the coming fiscal year based on changes in the Consumer Price Index (CPI) from

the previous year. The percent increase in rental fees will be rounded to the next highest number (Example: a 1.6 percent increase in the CPI would be rounded to 2 percent). Fee increases will become effective at the start of the next fiscal year (July 1).

Facility use fees, administrative fees, and support services fees are not assessed for University Academic Activities and University-Sponsored Events. Fees for University Co-Sponsored Events and Non-University/External Events are listed below.

A. Facility Use Fees:

The purpose of the Facility Use Fee is to provide funding to maintain and enhance facilities that are used for non-regular uses as defined in this policy. Revenue generated by facility usage income will accrue to an account managed by the Facilities Division. This excludes revenue generated through the use of Sykes Student Union which is deposited in the auxiliary budget/operation. Ten percent of the actual income received in rental fees will be set aside for future development of a conference center.

In cases where the facilities policy permits the waiver of fees, departments and units benefiting from such waivers acknowledge that the University has limited resources for facilities upkeep, repair, and replacement and that they should reserve some net income from the funds they receive from these events to assist the University with facilities maintenance and replacement costs associated with the events they Co-sponsor.

1. University Academic Activities and University-Sponsored Events

A. Events that charge no admission or participation fees to participants:

1. No facility use fees (this waiver may not apply to rentals of Sykes Student Union or the Graduate Business Center).
2. Support services at the regular hourly rate during normal business hours and time-and-a-half rate after normal business hours charged to the account at the sponsoring University unit.
3. No administrative fees as the Office of Conference Services would not be involved.

B. Events that charge admission or participation fees to participants:

1. No facility use fees (this waiver may not apply to rentals of Sykes Student Union or the Graduate Business Center).
2. Support services at the regular hourly rate during normal business hours and time-and-a-half rate after normal business hours charged to the account at the sponsoring University unit.
3. Administrative fee at ten percent of gross revenue or minimum \$200, whichever is greater.
4. All revenue and expenses for a University-related event must come through the Office of Conference Services.

RESOURCE DEVELOPMENT EXEMPTION

If the primary purpose of the University Academic or University Sponsored event is to provide financial support for the University or one of its departments or activities, the Administrative Fees will be paid to the University department or program sponsoring the event. To qualify for this exemption, the vice president or dean of the unit sponsoring the event must confirm that the purpose of the event is to generate funds for the unit or one of its departments/programs and at least 50 percent of the gross revenues generated by the event will be distributed to WCU and/or the sponsoring department/unit to support the purpose for which the event was held (e.g., scholarship, capital improvements, programs, research, community outreach).

2. University Co-Sponsored Events

A. Events that charge no admission or participation fees to participants:

1. No facility use fee (this waiver may not apply to rentals of Sykes Student Union or the Graduate Business Center).
2. Support services at the regular hourly rate during normal business hours and time-and-a-half rate after normal business hours charged to the account at the sponsoring University unit.
3. No administrative fee.

B. Events that charge admission or participation fees to participants which the University collects:

1. No facility use fee (this waiver may not apply to rentals of Sykes Student Union or the Graduate Business Center).
2. Support services at the time-and-a-half rate.
3. Administrative fee at the pro-rated rate (see page 6).

4. All revenues and expenses for a Co-sponsored event must come through the Office of Conference Services.

C. Events that charge admission or participation fees to participate which the co-sponsored organization collect:

1. No facility use fee (this waiver may not apply to rentals of Sykes Student Union or the Graduate Business Center).
2. Support services at the time-and-a-half rate.
3. Administrative fee at the pro-rated rate (see page 6).

RESOURCE DEVELOPMENT EXEMPTION

If the primary purpose of the event co-sponsorship is to provide financial support for the University or one of its departments or activities, the Administrative Fees will be paid to the University department or program sponsoring the event. To qualify for this exemption, the Vice President or dean of the unit sponsoring the event must confirm that the purpose of the event is to generate funds for the unit or one of its departments/programs and at least 25 percent of the event's gross revenues must be distributed to WCU and/or the sponsoring department/unit to support the purpose for which the event was held (e.g., scholarship, capital improvements, programs, research, community outreach).

3. Non-University/External Events

Facility usage fees will be based on the type of space, the length of usage, and competitive market rates for comparable square footage. These groups will be charged usage fees at the full rate (See Attachment B) based upon their status as a for-profit or non-profit organization. These events will be charged for support services at the overtime rate as well as an administrative fee as indicated below. The University reserves the right to assess a per capita fee or a percentage of revenue generated fee as reflected in the contract. Arrangements for such activities must be made through the Office of Conference Services.

The fees in attachment "A" represent usage fees for space only (excluding Sykes rental, which includes set-up). Usage fees are based on a full "building day" defined as standard building hours, seven days a week. Programs running for four hours or less are charged 70 percent of the full rental rate. If a space is being used for a period of less than four hours but is "on-hold" by the group during their program, the full day rate will apply. If a space is on hold as a rain location but not actually used, the group will still be assessed half the usage and full support fees for any set-up or work already completed in preparation for the event.

B. Administrative Fee

The purpose of the Administrative Fee is to provide some funding for the various administrative and fiscal services that support the operation of non-regular campus events. In cases where the facilities policy permits the waiver of administrative fees, departments and units benefiting from such waivers acknowledge that the University is providing free administrative services to support their event.

1. Administrative Fee for University Academic, University Sponsored and University Co-sponsored Events:

For events that are not granted a resource development exemption, the administrative fee for events where a registration fee is charged will be ten percent of the gross revenue received or a minimum \$200, whichever is greater. If a program that charges a registration fee is cancelled or operates at a loss, the account of the sponsoring University unit as indicated on the approved budget form will be charged for all direct expenses already processed as well as an administrative fee. This fee will equal ten percent of the projected gross revenue or \$200, whichever is greater.

2. Administrative Fee for Non-University/External Events:

A fee of ten percent of gross revenues or a minimum of \$200 of invoiced fees including all waived amounts, whichever is greater, will be charged for all events requiring contracts and services provided by the Office of Conference Services. A sliding scale (below) on contracts over \$15,000 will be in effect. The purpose of the fee is to cover the administrative and logistical arrangements in support of the contract.

Administrative Fee Structure

Dollar amounts represent total invoiced amounts including waived amounts

| Event Revenue | Fee Rate | Event Revenue | Fee Rate |
|-----------------|----------|---------------------|----------|
| Up to \$15,000 | 10% | \$90,001-105,000 | 5.5% |
| \$15,001-30,000 | 9.5% | \$105,001-120,000 | 5.0% |
| \$30,001-45,000 | 9.0% | \$120,001-135,000 | 4.5% |
| \$45,001-60,000 | 8.5% | \$135,001-150,000 | 4.0% |
| \$60,001-75,000 | 8.0% | \$150,001-165,000 | 3.5% |
| \$75,001-90,000 | 7.5% | \$165,001-180,000 | 3.0% |
| \$55,000-65,000 | 7.0% | \$180,001-195,000 | 2.5% |
| \$65,001-75,000 | 6.5% | \$195,001 and above | 2.0% |
| \$75,001-90,000 | 6.0% | | |

C. Support Service Fees

Support Service Fees fund a variety of activities necessary to successful event operations such as custodial support, grounds, public safety, logistical services, media services, telecommunications/technology, piano tuning, and physical plant (i.e., electricians, carpenters, plumbers). The Support Service Fee rates for University-Sponsored and Co-Sponsored events are shown on pages 4 and 5. Rates for the use of information technology services provided by the University's Information Services Division are as follows:

- Facility rental fee is: \$200 per hour to include internet, computers, printing, and selected AV.
- Installation of software or other peripherals \$50
- On-site lab assistant: \$10 per hour

Non-University/External Groups will be charged for support services at the per hour rate of the cost to provide these services, unless otherwise designated. Currently this fee is charged at time-and-a-half rates. The determination of the level of service(s) needed will be made by the Director of Conference Services in conjunction with other department heads providing services (e.g., Custodial Services, Public Safety, telecommunications). These services will be included as part of the estimated fees to the User on the Facility Use Agreement.

It is the responsibility of the support service areas to submit their charge-backs to the Office of Conference Services within two weeks of the event. Failure to post these charges within this time will jeopardize the reimbursement of those expenses to the University unit providing the service. In addition to the preceding charges, the following fees will be assessed for Non-University-related groups:

1. Site Supervisor: a supervisor fee will be assessed to external groups. The purpose of the site supervisor is to serve as a liaison to the external organization during the rental period. The site supervisor is responsible for verifying proper usage, reporting damages, and responding to emergency situations.
2. Certificate Fees: a certificate fee will be charged to University-related non-credit courses when Continuing Education Units/Credits are earned when no other services are involved.
3. Parking Fee: The required University parking fee will be deducted from the rental fee and reimbursed to the parking fund. Rental charges include the parking fee as per negotiation agreement dated 5/1/00.

D. Cancellation Fees

The following cancellation fees will be applied to all Facility Use Agreements:

1. Up to 180 days prior to the first day of the event as specified on the first page of the Facilities Use Agreement, a refund of the deposit will be made less ten percent of the total estimated fees for the event, which will not exceed the deposit amount, plus any direct costs incurred by the University in preparation for the event.
2. 31-179 days prior to the first day of the event as specified on the first page of the Facilities Use Agreement, a refund of the deposit will be made less 25 percent of the total estimated fees for the event, which will not exceed the deposit amount, plus any direct costs incurred by the University in preparation for the event.
3. 1-30 days prior to the first day of the event as specified on the first page of the Facilities Use Agreement, a refund of the deposit will be made less 50 percent of the total estimated fees for the event, plus any direct costs incurred by the University in preparation for the event.

4. Users canceling on the day of the event will be subject to 100 percent forfeiture of all deposit monies paid and any cost incurred.

In the event the deposit is not sufficient to cover the cancellation fees as referenced above in items 3 and 4, the University shall invoice the User in an amount equal to the difference between the deposit monies and the cancellation fees. Such difference shall be paid to the University within ten days of the date of cancellation. The University reserves the right, at its sole discretion, to waive any of the above referenced fees.

IV. Waivers

Requests for facility use waivers by non-profit organizations shall be submitted in writing to the Director of Conference Services. The Director will then submit his/her recommendation to the appropriate Vice President who will consult with the President to determine if the request should be granted or denied. In the case of waiver requests related to academic units, the Director of Conference Services will forward the request and recommendation to the dean(s) who will offer a recommendation to the Provost.

The Vice Presidents will consider the following criteria to determine if a waiver is warranted:

1. Provides for an educational public forum
2. Provides visibility for prospective students
3. Provides professional development opportunities for faculty and/or staff
4. Provides internship opportunities for students
5. Provides opportunities to generate income for WCU
6. Provides opportunities to cultivate prospective donors
7. Provides reciprocal waivers to the University

In the event a waiver is approved, costs associated with the waiver must be assumed by the department, dean or Vice President approving the request or the President's Office. Upon approval of the waiver, a University account number must be provided to the Director of Conference services for the chargeable expense.

All groups receiving a waiver will still be charged for support services at the time-and-a-half rate. Groups will also be charged the pro-rated administrative fee as indicated in the table on page 5 on the total invoiced amount (this includes the waived rental amounts). For auditing purposes a memorandum of record will be sent from the Vice President to the Director of Conference Services indicating approval of a fee waiver, justification for the waiver, and a University account number that will pay for the waived amount upon the conclusion of the event. If a waiver is granted for the Earl F. Sykes Student Union Building, support and staffing for event set-up and tear down will be charged.

V. Insurance Requirements

The University recognizes the exposure to losses through liability that may result from the use of its facilities by external groups. With this in mind, the following classification of events will be required to submit a certificate of insurance:

1. University co-sponsored events
2. External events
3. Town/Gown programs

The external organization shall purchase and maintain, at its expense, the following types of insurance:

1. Workers' compensation insurance sufficient to cover all employees of the organization.
2. Comprehensive commercial general liability insurance, property damage insurance, and automobile liability insurance in such amounts as WCU shall deem sufficient but no less than \$250,000 for each person, \$1,000,000 for each occurrence for bodily injury and property damage. Policies shall be on an occurrence basis only.
3. Policies shall name the University as an additional insured. The external organization must provide the University with a current certificate of insurance. These certificates shall contain provision that coverage's afforded under the policies shall not be canceled or changed until at least 30 days' prior written notice has been given the University.

VI. Reservation Procedures

The scheduling of University credit classes has priority over all other uses of campus space. Dates that remain open after the Academic calendar is completed may be requested by University Academic, University Sponsored, University Co-Sponsored, and Non-University/External groups on a first-come first-served basis. Under no circumstances will external requests supersede any previously scheduled academic programs. However, in cases where courses are scheduled outside the regular scheduling process,

requests to move or cancel rentals involving external constituents or co-sponsored programs will not be made unless suitable alternate space exists for the contracted event or activity.

Reservation procedures are dependent upon the type of activity and the requester. All reservations are made in consultation with interested campus office(s) i.e.: Space Management and Calendar, Sykes Student Union, Athletics Office and/or the Office of Conference Services. No events are official until they are included on the University's electronic space scheduling calendar.

VII. Responsibilities:

The Director of Conference Services oversees the rental of all campus facilities for non-regular uses. It is the responsibility of the Director of Conference Services to determine and recommend whether activities for which facilities are requested are University mission-related and appropriate for the institution. This decision process may include consultation with the managers of other campus facilities and/or the Associate Registrar for Course and Event Management, as well as other internal constituents and the Cabinet as needed. The Director will base decisions on the following:

1. The purpose for which the space is requested
2. The relationship of the organizer/sponsor and the proposed activity to the University
3. The relationship of the participants to the University
4. The sponsoring group's financial condition

In addition, the Director will:

A. Act as liaison between the group and the University by:

- Arranging all support services
- Scheduling site supervisors
- Representing WCU in arranging rental space for events in facilities owned by University Student Housing, LLC, auxiliary housing, and food services
- Contracting with hotels for room blocks
- Issuing contracts and verifying insurance certificates
- Ensuring deposits and final payments are received
- Following-up with clients

B. Assume the Financial Responsibility of:

- Establishing yearly rental rates
- Collecting money
- Invoicing
- Depositing funds
- Transferring funds to appropriate areas
- Monitoring budgets
- Seeing that all expenses get paid in a timely manner
- Tracking income
- Being informed of updated fiscal policies/procedures for all of the above

C. Perform Marketing Tasks such as:

- Being a liaison between University and community contacts to promote space
- Being a liaison with the Office of Admissions to have a representative welcome student groups to campus
- Being a liaison with the Alumni Office to promote alumni returning to campus to use the facilities

APPROVED:

Greg Weisenstein, President

Date

This policy supersedes the following policies:

- Facility Use Policy, dated September 1999 and September 2004
- University Event Management policy, dated October 25, 1993
- Policy on Facilities Priorities, dated May 17, 1993
- Facility Usage Policy for External Groups/Organizations, dated July 1, 1992
- Workshop Policy and Procedures, revised date 12/87

**WEST CHESTER UNIVERSITY
INTERDEPARTMENTAL CONFERENCE AGREEMENT**

This request is made by CONFERENCE NAME and its sponsoring University department _____ hereinafter known as the User and the Office of Conference Services, for the purpose of conducting a program, workshop or conference. This request must be returned to the Office of Conference Services by DATE.

Operations: The User sets the policies to be observed at the conference, which shall not be in conflict with the Laws of the State of Pennsylvania, or the rules, policies, and regulations of the State System of Higher Education Board of Governors and West Chester University of Pennsylvania.

The User shall appoint a program director that is authorized to make arrangements and financial commitments with the Office of Conference Services for recreational administrative, housing and food service and program requirements. All such programs shall be made through the University's Conference Services representative. It is agreed that both of these individuals shall be kept informed and up to date on pertinent matters in order to insure maximum cooperation and effective operational support.

BUDGET: The Program Director shall submit to the Office of Conference Services an approved budget for the program signed off by his/her respective chairperson and dean for academic departments or department directors for non-academic areas.

REGISTRATIONS: The Office of Conference Services shall receive all registration forms and monies. The office shall maintain a database of names, addresses and monies received. Brochures are to list the Office of Conference Services mailing address on it in order to have registrations returned directly to that office.

PAYMENT: All conference/workshop fees shall come into the Office of Conference Services. The Office of Conference Services will be responsible for making daily deposits and tracking deposits for each program. Upon completion of the program, and after compiling all internal charge-backs, the Office of Conference Services will issue a final spreadsheet to the program director. The Office of Conference Services will deduct direct expenses (i.e., catering, postage, graphic and printing charges) as well as the administrative fee (10 percent of gross revenue or minimum of \$200, whichever is greater) for services provided.

EXCESS REVENUE: A journal transfer form will be used to transfer excess funds from the Office of Conference Services to the User's account upon completion of the program and issuance of the final accounting report. If the program runs at a deficit, the home ORG, as indicated on the attached budget form, will be charged for all direct expenses already processed from the Conference Services ORG to include the projected administrative fee or \$200 whichever is greater.

HOUSING: All rooms are double occupancy unless other special requests have been made. Linens are not automatically provided. Linen service can be arranged with notice at least four weeks prior to the start of the conference for an additional fee. The program director is responsible for providing adequate adult live-in supervision for any attendees age 18 and under at the ratio of at least one adult supervisor for every ten (10) attendees.

Campus-based Residence Life staff will make room assignments unless other arrangements have been made. Any damages incurred by program participants will be added to the final bill. Additionally, **lost room keys will result in a \$35 charge per key.**

FOOD SERVICE: All conference participants must eat all meals in the assigned dining areas only, and must present any meal cards prior to entering the dining facility. (For catered events, no meal tickets are required.) It will be the responsibility of the User to keep the Office of Conference Services informed concerning the number of participants (including those staying off-campus who plan to eat on campus) so that adequate food preparation can be arranged for each meal. Dining services sets meal times.

Alcoholic Beverages are not permitted on campus without the prior written approval of the President of the University. To request permission to serve alcohol you must obtain an "Alcohol Request Form" from the Office of Conference Services. This form must be obtained and processed at least 4 weeks before the scheduled event. If the request is received under four weeks, no approval will be granted.

FACILITIES: University academic programs (i.e., classes, athletics and recreation) take priority at the University. However, a limited number of classrooms, auditoriums, theaters and ballrooms are available on a first-come, first served basis. The User is encouraged to make arrangements for such space at the earliest possible date. There is a University-related user's fee for the use of all facilities.

Acknowledging that space is at a premium on campus, unless the Office of Conference Services receives (at least one week notice prior to the beginning of the program) written notification that the requested reserved space is to be decreased, the User shall be billed for all of the reserved space, whether or not it is used.

SUPPORT SERVICES: The User shall be billed at the regular hourly rate for all support services provided to the program. This may include but not be limited to Public Safety, Custodial Support and Logistical Services.

SUPERVISION AND SECURITY: The User shall be responsible for and supervise the use and secure all assigned on-campus facilities. The User is responsible for proper usage; adherence to safety regulations, compliance with University operational procedures, fire codes, and all personal equipment brought in by the User.

INSURANCE: If the conference or workshop is sponsored with any external organization, including regional or national associations, the external organization must provide a certificate of insurance not less than **ten (10) working days** prior to the first day of the conference. The Certificate of Insurance shall include the following:

1. Name West Chester University as additional insured;
2. Certificate Holder is West Chester University;
3. The coverage afforded under this certificate shall be primary and any insurance carried by the State or any of its agencies, board, departments or commissions shall be excess and not contributory insurance to that provided by the named insured (user);
4. Coverage afforded under these policies will not be canceled, terminated or materially altered until 30 days prior written notice has been given to the University.

Minimum coverage shall be:

- A. Workers' Compensation Insurance sufficient to cover all employees of the organization.
- B. Comprehensive Commercial general liability insurance, property damage insurance, and automobile liability insurance in such amounts as the University shall deem sufficient but no less than \$250,000 each person, \$1,000,000 each occurrence for bodily injury and property damage. Policy/ies shall be on an occurrence basis only.

SPECIAL SERVICES: (TELEPHONES/MOTOR POOL): Telephone requirements for the administrative needs of the User, to include specific locations and number of telephones, will be submitted to the Office of Conference Services no later than **ninety (90) days** prior to the start of the conference. Installation, usage and toll call charges will be included in a supplemental bill. Use of motor pool vehicle(s) must also be submitted in writing no later than **ninety (90) days** prior to the start of the conference. These charges will also be added to the final bill as direct costs. Note: All drivers must be licensed University employees.

MISCELLANEOUS CHARGES: Charges for audio-visual services, duplication, transportation, etc., will be added to the User's final bill.

MEDICAL CONSENT FORMS: Medical consent forms for conference participants under the age of eighteen (18) must be signed by the participant's parent(s) or legal guardian, and a copy retained by the program director, residence hall staff and University Health Center. An authorized medical consent form is required before treatment can be administered to any minor.

SUBMISSION OF AGENDA: To insure a well organized conference, a finalized agenda or program is to be submitted to the Office of Conference Services no later than **one week prior** to the start of the conference.

CANCELLATION POLICY: If the conference must be canceled or postponed for any reason, the department of _____ will be responsible for reimbursing the Office of Conference Services for all expenses incurred plus the anticipated administrative fee.

**WEST CHESTER UNIVERSITY
INTERDEPARTMENTAL CONFERENCE AGREEMENT**

This agreement shall be construed in accordance with the laws of the State of Pennsylvania

SPONSORING DEPARTMENT APPROVAL

Name of Department: _____

Chairperson's Signature/Date: _____

Dean's Signature/Date: _____

PROGRAM DIRECTOR APPROVAL/INFORMATION

Conference Name: _____

Proposed Date(s) of Conference: _____

Typed or printed name of Program Director: _____

Program Director's Signature/Date: _____

OFFICE OF CONFERENCE SERVICES

Approving Authority:

(Signature and Date)
John Rhein, Director
Cultural and Community Affairs

WEST CHESTER UNIVERSITY
INTERDEPARTMENTAL CONFERENCE BUDGET FORM

Name of Conference/Program: _____

INCOME:

Registrations:

People _____ @ \$ _____ early registration - full meals \$ _____

People _____ @ \$ _____ early registration - without meals \$ _____

People _____ @ \$ _____ late registration - full meals \$ _____

People _____ @ \$ _____ late registration - without meals \$ _____

Exhibitors:

Exhibitors _____ @ \$ _____ /booth \$ _____

Sponsors/Gifts \$ _____

TOTAL PROJECTED INCOME: \$ _____ (a)

EXPENSES:

| | |
|--|----------------------|
| Facility Usage Fees | \$ _____ |
| Graphics & Printing - Brochure development/printing - Handout materials | \$ _____ |
| Grounds | \$ _____ |
| Postage | \$ _____ |
| AV Equipment | \$ _____ |
| Honorariums (Requires name, SSN# and address of speaker/s) must be submitted at least 4 weeks prior to event | \$ _____ |
| Hotel Lodging for Speakers (requires Hotel Order) #People _____ @ \$ _____/Night x _____ Nights | \$ _____ |
| Housekeeping (100+ people require staffing at event) | \$ _____ |
| Housing #People _____ @ \$ _____ Double Occupancy # People _____ @ \$ _____ Single Occupancy | \$ _____ \$ _____ |
| Linens (requires PDR and PO to order) | \$ _____ |
| Logistical Services (requires movement request via email) | \$ _____ |
| Maintenance (Electricians, Carpenters, Plumbers) (Requires Work Order) | \$ _____ |
| Meals (requires FSA to order) | \$ _____ |
| Meals for speakers/guests | \$ _____ |
| Motor Pool | \$ _____ |
| Public Safety | \$ _____ |
| Travel Expenses (requires name, SSN# and address of speaker/s) | \$ _____ |
| Administrative Fee | \$ _____ |
| TOTAL PROJECTED EXPENSES: | \$ _____ (b) |
| PROJECTED PROFIT/LOSS**: Total Income (a) minus Total Expenses (b) | \$ _____ |

Signatory Approval:

Name of Department _____

Chairperson's Signature/Date _____

Dean's Signature/Date _____

**** IF PROGRAM FAILS TO RUN OR RUNS AT A LOSS, THE FOLLOWING ORG _____ WILL BE CHARGED FOR THE TOTAL AMOUNT OF LOSS INCLUDING THE ADMINISTRATIVE SERVICES CONTRACTED FOR****