

Document History

Responsible Administrator: VP Admin/Finance
Responsible Office: Events and Conference Services
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Approved by: President
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Facility Use/Rental Policy

Purpose of Policy

This policy exists to establish consistency in pricing for those using space on Southeastern's campus outside of classroom instruction.

Applicability

- Rates apply to the use of the facility and do not include any out-of-pocket expenses as defined below. Any such costs will be in addition to the facility rates.

Out-of-pocket Expenses: Defined as any costs incurred by the University that the University would not otherwise incur. This would include costs associated with the facility being available outside of normal business hours. Such costs would include the cost of personnel, utilities, etc. Other examples of out-of-pocket expenses include additional personnel (e.g., University Police, sound technician, custodians, etc.), equipment, set-up, cleaning, etc.

CUSTOMERS:

The following criteria should be used in determining how groups are charged for facility use:

- 1) Student Organizations/Groups are not assessed a rental fee; however, they are responsible for all out-of-pocket expenses as previously defined.

Student Organizations/Groups should **register events via** 8 . (g)

associated with that facility. Other out-of-pocket costs should be directed to the operating budget incurring the cost (e.g., Campus Police when officers are utilized for an event).

- Any bookings made prior to approval and distribution of the rates included in this policy should be honored.

Event Liability Insurance

Southeastern Louisiana University requires all off-campus groups or individuals and/or vendors using University facilities to carry liability insurance for their event. Obtaining special event insurance is independent of leasing or reserving the campus facilities or obtaining security coverage.

If an organization does not maintain liability insurance, you may choose from any insurance company with an A.M. Best's Rating of A-:VI or higher is acceptable. Any liability policy obtained must list the Board of Supervisors of Louisiana

