Duquesne University
Facilities Use Policies & Procedures

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 this event types should be directed to:

Ron Gigliotti
Assistant Vice President
Conference & Event Services
412-396-5810
gigliottir300@duq.edu

Ilena Yurochko
Director
Conference & Event Services
412-396-6597
yurochki@duq.edu

Updated 2/23/2017
For Power Center Ballroom Events:
Karen White
Director of Operations & Scheduling
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 this event types should be directed to:

Amy Gross
Student Events Coordinator
Conference & Event Services
412-396-6653
grossa@duq.edu

B. External Events
Duquesne University is proud of its event and program campus venues and encourages the planning of programs which enhance the educational, spiritual and cultural experience of all members of the Duquesne community. Because of the ever increasing demand for campus space, all persons or organizations seeking to plan campus events must contact the Office of Conference and Event Services (412-396-3561) for specific requirements.

Generally, as outlined below, only Co-Sponsored or Affiliate events are permitted to utilize campus venues.
a. **Co-Sponsored Events**

A Co-sponsored event is an event which is jointly planned and executed by any external organization and a university department, student organization, or University office and is subject to the following requirements:

1. The program or event must not be contrary to the Duquesne University mission and it must provide some educational/mission value to students, faculty or staff.
2. The university department, student organization or office co-sponsoring the event must be actively involved in planning details, including compliance with Conference and Event Service requirements, contracts, insurance, and minors on campus policies.
3. A representative from the co-sponsoring university department, student organization or office must be present for the event.
4. Unless granted an exception by a Vice President, the program or event is subject to all Duquesne University policies including any cost or fee requirements.
5. If admission is charged, Duquesne University students should receive free admission.
6. Duquesne University should be prominently displayed as a co-sponsor on all event literature.

b. **Affiliated Events**

An Affiliate is a person or organization who is a Duquesne University employee, business partner, or alumni. Affiliates are permitted to use Duquesne University facilities for programs or events subject to the following requirements:

1. The program or event must not be contrary to the Duquesne University mission.
2. The Affiliate must be actively involved with the event planning, including compliance with Conference and Event Services requirements, contracts, insurance, minors-on-campus policies, and applicable fees.

**Questions regarding external event types should be directed to:**

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

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

C. **Non-Affiliated Events**

A Non-Affiliate is a person who is not employed or an alumna of Duquesne University or an organizational event or program that is not co-sponsored by Duquesne University.

Non-Affiliates are not permitted to use Duquesne University facilities unless approved by the President or Vice President.
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:

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday – Wednesday</td>
<td>8:30 a.m. – Midnight</td>
</tr>
<tr>
<td>Thursday &amp; Friday</td>
<td>8:30 a.m. – 1:00 a.m.</td>
</tr>
<tr>
<td>Saturday</td>
<td>10:00 a.m. – 1:00 a.m.</td>
</tr>
<tr>
<td>Sunday</td>
<td>10:00 a.m. – Midnight</td>
</tr>
</tbody>
</table>

These hours change during breaks and summer.

*Updated 2/23/2017*
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

Updated 2/23/2017
Appendix B:

Dougherty Ballroom Reservation Policies

University Sponsored Events:

1.) University Sponsored reservation requests for events occurring Sunday through Friday will be accepted with the University Master Calendar process*. Saturdays, and all dates during the month of December are not available.

2.) Location assignments for reservation requests are at the ultimate discretion of Conference & Event Services. If a different space is deemed more suitable by Conference & Event Services, it will be assigned.

3.) Any event planned by or for a registered student organization should be scheduled in the Union if space is available. Any student organization event must be approved by the EVP of Student Life for usage of the Power Center Ballroom.

* Reservation requests for Master Calendar are accepted on a rolling basis through 25Live. Procedures for submitting Master Calendar events are available online on the University’s 25Live web page (www.duq.edu/25live). The University Scheduling Offices will determine and confirm location assignments in March for the following academic year (i.e. locations for events occurring Sept. 1, 2015 – Aug. 31, 2016 will be assigned by the end of March, 2015).

Co-Sponsored University Event:
This event type may be requested at any time

Affiliated Event:
This event type may be requested at any time