



Policy Directory

Responsible Division: Institutional Advancement
Responsible Office: Marketing and Communication
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Special Events and Related Use of Campus Facilities

Policy:

Alcorn State University encourages special events and use of campus facilities for special events by internal and external groups provided that such events are consistent with the mission of Alcorn State University and that events do not violate federal, state or local law or any policy or regulation of the IHL of Mississippi or the policies and regulations of Alcorn State University.

Definition

Special events are defined as those events and activities which are related to, but not part of, the formal instructional, student affairs or administrative program of Alcorn State University.

Determination of a Special Event and Related Use of Campus Facility

The President of the University has delegated authority to the Office of University Relations to ascertain which events on campus and related use of campus facilities shall be considered special.

Role of University Relations' Special Events Coordinator

The Special Events Coordinator provides overall, one-stop coordination of special events and related use of campus facilities. At a minimum, the Special Events Coordinator is expected to:

- a. develop and implement specific operating procedures for special events and related use of campus facilities;
- b. serve as the first point of contact for persons wishing to hold a special event;
- c. verify availability and coordinate reservations with appropriate campus schedulers;
- d. obtain necessary endorsements and approvals from appropriate cabinet officers;
- e. assist event planners with necessary forms, insurance, catering, facilities, housekeeping, public safety, parking and other infrastructure requirements, and assure identified requirements are met via coordination with appropriate campus departments;
- f. execute a formal agreement clarifying expectations and responsibilities between the event sponsor and the University;
- g. calculate, negotiate, and collect appropriate charges and assure that proper accounts are credited;
- h. maintain an accounting for all funds received from the special events program, including detail on direct expenditures for required services as well as residual funds remaining for allocation by the President.
- i. complete a post-event evaluation and annotate the special events file.

Role of the Cabinet Officers

The appropriate cabinet officer must forward his/her written endorsement of special events and related use of campus facilities to the Special Events Coordinator. The written endorsement signifies to the Special Events Coordinator that the cabinet officer has reviewed the particular special event and determined that (1) it is consistent with the mission of Alcorn State University, and (2) it is related to the academic, student affairs, or administrative program of the University.

Priority For Use of Campus Facilities

The regular and on-going instructional program, including Extended Education and Summer Session, has first priority on the use of campus classrooms, laboratories, and other instructional facilities. Other facilities are available for special events on a first-come, first-served basis.

Cost For Use of Facilities Related To Special Events

Campus groups using campus facilities, other than facilities controlled by one of the campus auxiliaries, shall not be assessed any cost for the actual use of the campus facility. Campus groups will be assessed appropriate charges, as determined by the Special Events Coordinator, for unique requirements required by the event including, but not limited to, additional Facilities Services staff, enhanced public safety and special equipment and/or infrastructure requirements.

Non-Campus Groups using campus facilities for special events will be required to fully reimburse the University for all direct and indirect costs associated with both the special event and the related use of campus facilities. Such charges shall be determined by the Special Events Coordinator in consultation with appropriate administrators on campus.

Campus and Non-Campus Groups using facilities controlled by one of the campus auxiliary corporations shall follow pricing policies established by the appropriate auxiliary.

Differentiation between campus and non-campus groups is made by the Special Events Coordinator acting on the advice of the appropriate cabinet officer.

Proceeds From Special Events

Revenue results from special events and related use of campus facilities shall accrue to the unit providing direct services for the event. Indirect revenue resulting from special events and the related use of campus facilities shall be deposited in the University's general fund for allocation by the President.