

Policy Type: Operational
Applies to: Faculty, Staff, Community Partner, Outside Groups

POLICY DATES

Issued: January 2018
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Edited:
Reviewed:

The purpose of the facilities at the University of Mount Union is to support the educational mission and strategic goals of the University. The facilities are available primarily for programs offered by and intended for the campus community. Because University departments receive priority over off-campus groups for space reservations and no facility fees, this policy defines the different categories of events at the University of Mount Union as well as the procedures to schedule facilities and pricing.

Table of Contents

- I. Group Usage Definitions – Detailed explanation of all categories of events at the University of Mount Union.
 - A. University Academic Activities
 - B. University Events
 - C. University Hosted/Sponsored Events
 - D. Non-University/External
 - E. Weddings
- II. Space Usage Priority
- III. Facility Reservation Process
 - A. HPCC and Classroom
 - B. Giese Center for the Performing Arts
 - C. Chapel
- IV. Pricing Structure
- V. Fee Schedules

Definitions

I. Group Usage Definitions*

A. University Academic Activities:

University Academic Activities are activities or events directly related to the instructional mission of the University, i.e. credit-bearing classes, academic lectures, and other programmatic activities relating to the academic coursework run by an Academic or University Department.

B. University Events:

University Events are activities organized and run by faculty, staff, university departments and registered & approved student organizations (see student involvement and leadership website for student event guidelines) that are planned primarily for members of the University of Mount Union community and/or the benefit of the University. Examples include: athletic events, recreational activities, faculty/staff development, commencement, guest lecturer, enrollment/recruitment events, etc. Attendees of these types of events include members of the community, faculty, staff, students, guests, alumni.

C. University Hosted/Sponsored Events:

University Hosted/Sponsored Events are academic programs, conferences, retreats and/or meetings, involving two entities: *A University entity* (academic department, administrative unit or student organization) and *an outside*

Facility Use and Fee Policy

ADM 25.0

Office of Camps and Conferences

Applies to: Faculty, Staff, Community Partner, Outside Groups

organization (such as a professional association in which the University holds membership or maintains a relationship that directly benefits the University community or community-based organization.)

University Hosted/Sponsored events receive discounted “partner” fees (see Pricing Structure). Facility fees may be waived only by approval of President’s Council.

University Hosted/Sponsored events will involve a contractual arrangement with the University.

In cases where an event is initiated externally and furthers the specific academic or institutional aims of a department, the department may act as Host of the conference or event. There are established guidelines for departments to follow so that co-sponsorship may be recognized. The University embraces hosted partnerships because of the valued contribution the event makes to the academic and institutional aims of UMU as well as the community at large.

Note: University departments and Student Organizations may not schedule facilities for other organizations to provide access to University facilities or for the purpose of lower rates. The hosting/sponsoring department or student group must assist in the planning, implementing and oversight of the event.

The following guidelines must be followed for an event to be considered a University Hosted/Sponsored Event:

- The academic or institutional aims are in accordance with or furthered by the activity planned by the non-University primary sponsor.
- The department or student group must assist in the planning, implementation and follow-up of the event using departmental personnel or resources.
- A member of the department or student organization must be on-site for the event to ensure that it is conducted in accordance with University policies and safe/proper use of facilities and act as University Host.
- Though facility rental fees may be reduced or waived, the non-University organization must use AVI for all catering/dining needs and are responsible for any such charges.
The partnering outside organization will be required to sign a facility usage agreement outlining the terms for use of university facilities and may be required to provide proof of liability insurance as outlined in the terms of the facility usage agreement.

D. Non-University/External Events:

Non-University/External Events are programs and activities organized by individuals, groups, businesses, or organizations not included in the organizational structure of the University. Examples include: weddings, receptions, charity events, meetings, youth camps and events, conferences, social activities, etc.

Non-University/External Events require a contractual agreement, signed by the Vice President of Business Affairs, along with proper proof of liability insurance, with the University named as an additional insured.

Non-University/External Events will be charged standard room, equipment and other fees based on the UMU facility pricing structure. They must also use AVI for any catering/dining needs and are responsible for all charges. Based on the contract, a deposit will be required with other fees being invoiced following the event.

***Camps: Institution Sponsored Camp - team/department fundraiser, Coach/Professor Operated Camp, Academic Camp and Third-Party Camps: See the University of Mount Union Policy Manual – University and Third-Party Camps**

E. Weddings

UMU current students, Alumni, UMU Faculty/Staff members and their children and Trustees and their children permitted to have a wedding at the chapel.

Facility Use and Fee Policy

ADM 25.0

Office of Camps and Conferences

Applies to: Faculty, Staff, Community Partner, Outside Groups

PROCEDURE

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II. Space Usage Priority

1. University Academic Events
2. University Events
3. University Hosted/Sponsored Events/Camps - see University of Mount Union Policy Manual – University and Third-Party
4. Non-University/External Events

III. Facility Reservation Process

A. Hoover Price Campus Center and Academic Buildings

University Academic Activities and University Events

1. Contact the Manger of Campus Card and Facility Scheduling at 330-823-2881 for availability.
2. If food will be required, contact AVI catering at 330-829-8177

University Hosted/Sponsored Events

1. Contact Director of Camps and Conferences at 330-829-2877 for availability and planning assistance. **Note: Department or Student Group must request University Hosted/Sponsored Event status and gain approval, prior to reservation.**

Non-University/External Events

1. Contact Director of Camps and Conferences at 330-829-2877 for availability and planning assistance.

Camps

1. Contact Director of Camps and Conferences at 330-829-2877 for availability and planning assistance.

B. Giese Center for the Performing Arts (see Giese Center Reservation Forms)

University Academic Activities and University Events

1. Contact the Manger of Campus Card and Facility Scheduling via the contact below to discuss availability, table and chair needs and other event details. The primary contact for the reservation will need to fill out an internal reservation form (see resources) outlining the agreement and return to Manger of Campus Card and Facility Scheduling. **Note: Departments of Art, Music, and Theatre may submit form directly to the Facilities Manager of the Giese Center for the Performing Arts.**
2. Once reservation is confirmed, Contact the Performing Arts Facility Manager via the contact below to discuss technical needs, equipment and labor.
3. If food will be required at the venue, contact AVI catering at 330-829-8177.

University Hosted/Sponsored Events

1. Contact Director of Camps and Conferences at 330-829-2877 for availability and planning assistance. **Note: Department or Student Group must request University Hosted/Sponsored Event status and gain approval, prior to reservation.**

Non-University/External Events

1. Contact Director of Camps and Conferences at 330-829-2877 for availability and planning assistance.

Camps

Facility Use and Fee Policy

ADM 25.0

Office of Camps and Conferences

Applies to: Faculty, Staff, Community Partner, Outside Groups

1. Contact Director of Camps and Conferences at 330-829-2877 for availability and planning assistance.

C. Chapel

University Academic Activities and University Events

1. Contact the Manger of Campus Card and Facility Scheduling at 330-823-2881 for availability.
2. If food will be required, contact AVI catering at 330-829-8177

University Hosted/Sponsored Events

1. Contact Director of Camps and Conferences at 330-829-2877 for availability and planning assistance.
Note: Department or Student Group must request University Hosted/Sponsored Event status and gain approval, prior to reservation.

Non-University/External Events

1. Contact Director of Camps and Conferences at 330-829-2877 for availability and planning assistance.

Camps

1. Contact Director of Camps and Conferences at 330-829-2877 for availability and planning assistance.

Weddings (see Wedding Request Form)

Note: Weddings may be scheduled only for the summer months and during some academic breaks when the University is not in session.

1. Contact the Manger of Campus Card and Facility Scheduling at 330-823-2881 for availability.
2. Complete a "Request for Wedding" form

Pricing Structure

The policy includes pricing and a two-tier pricing structure that includes a Standard Price and UMU Partner pricing. The policy includes two tiers of prices, one for regular for-profit groups that rent Mount Union facilities (group D defined above). The pricing for these groups is shown below in the column headed "Standard Price". A second tier applies to "UMU Partners". These partners (group C defined above) include non-profit groups, alumni, community partners and private use by faculty / staff. The price for this group is established at 50% off the standard price and is shown in the column headed "UMU Partner". *Pricing varies during summer semester (please see the Camp and Conference Policy Manual).

IV. Pricing Structure

A. University Academic Events – no Facility Fee, other fees may apply.

B. University Events – no Facility Fee, other fees may apply.

C. University Hosted/Sponsored Events – UMU Partner pricing (may be waived only by President's Council).

UMU Partners include:

- a) Alumni
- b) Employee
- c) Non-Profit
- d) Community Partner
- e) Camps – see Summer Programs Fee Schedule

D. Non-University/External Events – see Fee Schedule below.

Facility Use and Fee Policy

ADM 25.0

Office of Camps and Conferences

Applies to: Faculty, Staff, Community Partner, Outside Groups

V. Fee Schedules

Hoover Price Campus Center and Academic Buildings

	Standard Price (\$)	UMU Partner (\$)	Half Day* (Standard/Partner)
Alumni Room	\$350	\$175	\$175 / \$87.50
Newbold Room	\$400	\$200	\$200 / \$100
West Room	\$300	\$150	\$150 / \$75
Campus Grounds	\$400	\$200	\$200 / \$100
Campus Grounds Patio	\$100	\$50	\$50 / \$25
Dining Commons	\$400	\$200	\$200 / \$100
Solarium	\$350	\$175	\$175 / \$87.50
All Classrooms Computer/Projector/Screen	\$350	\$175	\$175 / \$87.50

Mobile White board usage: \$20 (Includes dry erase markers)

Easel with Flip Chart: \$25 (Includes markers)

*Half Day

A half day is a rental lasting no more than 4 hours between the hours of 8 am and 5 pm.

After 5p.m. the Half Day rental prices are not available

Giese Center for the Performing Arts

	Standard Price (\$)	UMU Partner(\$)	Half Day* (Standard/Partner)
Brush Performance Hall	\$1,500	\$750	\$750 / \$375
Gallaher Black Box	\$1,000	\$500	\$500 / \$250
Presser Recital Hall	\$800	\$400	\$400 / \$200

Chapel

	Standard Price (\$)		
	\$300.00		

Responsibilities

Position or Office	Responsibilities
Office of Camps & Conferences	Implementation of Policy
Campus Card and Facility Scheduling	Implementation of Policy
Technical Director and Facilities Manager	Implementation of Policy

Facility Use and Fee Policy

ADM 25.0

Office of Camps and Conferences

Applies to: Faculty, Staff, Community Partner, Outside Groups

Resources

[Giese Center Internal Reservation Form and Agreement](#)

[Giese Center External Reservation Form](#)

[Wedding Request Form](#)

Contacts

Subject	Office	Telephone	E-mail/URL
Director of Camps and Conferences	Office of Camps and Conferences	(330) 829-2877	https://www.mountunion.edu/camps-and-conferences
Manager Campus Card and Facility Scheduling	Student Affairs	(330) 823-2881	STUDENT_AFFAIRS@mountunion.edu
Technical Director and Facilities Manager, Theatre	Theatre Department	(330) 829-8179	STUDENT_AFFAIRS@mountunion.edu