



ON-CAMPUS EVENT/ FUNCTION PROCEDURES

(In accordance with the College's [On-Campus Events and Functions Policy](#))

Guidelines for Internal Functions (By Inside Groups)

- A. *Internal* events and functions are those College-related events and functions that are requested and coordinated by faculty, staff and students of the College. Generally internal requests for use of facilities must be submitted at least *two (2) weeks* in advance.
- B. All [catering](#) must be coordinated through the College's contracted food service vendor.
- C. All media services must be handled directly by the requestor and coordinated with the [campus/site Media Services](#) office.
- D. All police services must be coordinated with the Delgado Police Department to arrange general security services, if deemed necessary.
- E. All building services (housekeeping, clean-up, event set-up) must be coordinated with campus/site Building Services personnel.
- F. If alcohol is to be served to students at the internal event or function, the College's [Alcoholic Beverages at Student Functions](#) policy and procedures must be followed.

Guidelines for External Functions (By Outside Groups)

External requests from outside groups or organizations for use of Delgado facilities to conduct events and functions are permitted in accordance with the following guidelines.

- (1) *External* requests are handled and coordinated by the Office of Auxiliary Services (for functions in the Student Life Center, City Park Campus) or by the Campus Provost/ Site Administrator's designee for functions NOT held in the Student Life Center).
- (2) No reduction or waiver of established fees for use of College facilities will be permitted, unless approved by the Vice Chancellor for Business and Administrative Affairs or the Chancellor. Determination of cost for use of College facilities by external organizations is the responsibility of the College Controller and may not be negotiated in advance of the College Controller's approval.
- (3) The external organization must coordinate all event [catering and food services](#) requests directly with the College's food service contractor.
- (4) Use of Delgado facilities by external groups requires the completion and approval of an [External Agreement for Use of Facilities](#). This form is a formal contract between the College and the external organization for use of Delgado facilities for a specific, external event or function sponsored by the organization and *is not valid until all required signatures have been received*.

**Procedures for
Internal Functions on City Park Campus**

- A. The **Requestor** (person requesting use of the facility for the internal event/function):
- (1) for internal events/functions held in the City Park Campus Student Life Center (SLCCP) follows the [SLCCP Internal/Event Function Request Procedures](#); for internal events/functions NOT held in the SLCCP makes a preliminary phone call to the [Facility Scheduling Coordinator](#) (person in charge of scheduling the desired facility) to confirm availability.
 - (2) obtains signature approval of the Requestor's Department Head and submits completed, [Internal Event/Function Request Form](#) to the Facility Scheduling Coordinator (person in charge of scheduling the desired facility) at least *two (2) weeks* prior to the internal event;
 - (3) coordinates with the Building Services Department to ensure requested event set-up;
 - (4) contacts the [campus/site Media Services office](#) to arrange requested audiovisual/media technology services;
 - (5) contacts the College's contracted food services vendor to arrange requested [catering services](#);
 - (6) coordinates with the Delgado Police Department for arranging detailed police officers to provide general security services, if deemed necessary (see [Campus Police Presence Requirements for On-Campus Events and Functions](#));
 - (7) complies with the College's established policy and procedures pertaining to serving alcohol if alcohol is to be served to students at the internal event or function; and
 - (8) notifies the Office of Public Affairs and Information if the internal event is deemed newsworthy or as having public relations value for the College.
- B. *For internal events and functions held in the City Park Campus Student Life Center, the Office of Auxiliary Services:*
- (1) determines availability of the City Park Campus Conference Center;
 - (2) coordinates with Building Services in providing requested event set-up (i.e., table and chairs) and cleaning services for the internal event;
 - (3) coordinates with the Delgado Police Department for arranging detailed police officers to provide general security services, if deemed necessary (see [Campus Police Presence Requirements for On-Campus Events and Functions](#));
 - (4) coordinates with Central Utilities for special needs; and
 - (5) upon coordination of requested services, provides signature approval on the function request form and, *if the internal event is a student function*, forwards form to the Director for Student Life for approval.

- C. *For internal events and functions on the City Park Campus NOT held in the Student Life Center, the [Facility Scheduling Coordinator](#) (person in charge of scheduling the requested facility on the City Park Campus):*
- (1) determines if the facility under his or her jurisdiction is available for the function and provides signature approval on the internal event/function request form; and
 - (2) *if the internal event is a student function*, forwards the form to the Director of Student Life for approval; *if the internal event is not a student function*, forwards the form to the Department Head responsible for overseeing the facility for approval.
- D. The Director of Student Life (*for internal events that are student functions*/ Department Head responsible for overseeing the facility (*for non-student functions*):
- (1) reviews the requested internal event/function in the context of all campus activities;
 - (2) provides signature approval on the function request; and
 - (3) forwards the form to the Building Services Department for coordination and processing.
- E. The **Building Services** Department:
- (1) verifies that the facility is available for the internal event and that Building Services staff will be able to accommodate the set-up and custodial services requested;
 - (2) notifies departments that the request has been processed by sending copies to the Requestor, the Facility Scheduling Coordinator, Media Services, Delgado Police Department, Central Utilities; and the Office of Public Affairs and Information;
 - (3) inputs internal event information into the College’s master calendar of events on the Delgado website; and
 - (4) provides requested set-up and custodial services for the internal event or function.

Procedures for Internal Functions at Other Campuses/Sites

All internal requests for use of facilities at other campuses of Delgado Community College must be coordinated by the Campus Provost/Site Administrator’s designee, who is responsible for following “Guidelines for Internal Functions (For Inside Groups)” listed above and for assuring that the internal event is properly handled.

The person requesting use of the campus facility (the Requestor) is required to use the [Internal Event/Function Request Form](#) and to follow the “Requestor’s” procedures as outlined above relative to the campus facility being used.

Procedures for External Functions on Campus

The Office of Auxiliary Services (for external events in the City Park Campus Student Life Center) or the Campus Provost/ Site Administrator's designee (for external events NOT in the City Park Campus Student Life Center):

- (1) verifies that the facility is available for use by the external group;
- (2) ensures that all guidelines in "Guidelines for External Functions (By Outside Groups)" listed above are adhered to when coordinating an external organization's function or event on the campus or site;
- (3) ensures that the external group is charged the appropriate costs (as approved by the College Controller) based on the services requested as described in the contract agreement on the [External Agreement for Use of Facilities](#) and that all required signatures have been received prior to the event/function;
- (4) verifies external group's required insurance coverage;
- (5) coordinates requests with the [campus/site Media Services](#) office to best accommodate audiovisual/ media technology needs;
- (6) coordinates with campus/site Building Services personnel to provide requested event set-up (i.e., tables, chairs, etc.) for the external event;
- (7) coordinates with the Delgado Police Department to provide police presence at the function, as deemed appropriate (see [Campus Police Presence Requirements for On-Campus Events and Functions](#));
- (8) refers the external group to the College's food service contractor to directly request and arrange [catering services](#) for the external event;
- (9) sends copies of final, approved contracts to departments involved in the external event's coordination, as appropriate;
- (10) contacts the coordinator of the College's website master calendar of events to include the external event's information; and
- (11) notifies the Office of Public Affairs and Information if the external event/function is deemed newsworthy or as having public relations value for the College.