

**POLICY & PROCEDURES MEMORANDUM**

<b>TITLE:</b>	<b>ON-CAMPUS EVENTS &amp; FUNCTIONS</b>
<b>EFFECTIVE DATE:</b>	March 5, 2020* <i>(*Procedural Updates 3/5/2020; 12/7/2016; Title Updates 5/1/2013; 6/7/2012, 9/24/2008; Original 3/2/2004)</i>
<b>CANCELLATION:</b>	DCI 4310.1 (3/9/81); DCI 4310.2A (4/2/84); DCI 4220.1 (8/16/82); and DCI 1332.1 (1/15/82)
<b>CATEGORY:</b>	Administrative (AD)

**POLICY STATEMENT**

The facilities of Delgado Community College are made available for use by faculty, staff and students for College-related internal functions and events. Off-campus organizations, as appropriate, may also use designated campus facilities for external events and functions in accordance with established policy and procedures.

All official College functions are conducted in a professional manner so as to reflect favorably on the institution. Requesting the use of campus facilities and coordination of events and functions must be handled in accordance with the requirements set forth in Louisiana Community and Technical College System ([LCTCS Policy 4.005 Use of LCTCS Facilities and Premises](#)) and the specific procedures and responsibilities as outlined further in this memorandum.

**PROCEDURES & SPECIFIC INFORMATION**

1. **Purpose**

To provide guidelines and procedures for assuring proper preparation and coordination of internal and external events and functions held on campus in College facilities.

2. **Scope and Applicability**

This policy and procedures memorandum applies to all faculty, staff and students involved in coordinating on campus events and functions.

### 3. **Guidelines for *Internal* Events and Functions Held On Campus**

- 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. College facilities are reserved for internal events and functions as follows:
  - (1) The College's [Event Management System](#) is used to reserve facilities listed in [Delgado Event Management System Facilities](#).
  - (2) For facilities that are NOT included on the College's [Event Management System](#), the requestor contacts the appropriate [Facility Scheduling Coordinator](#) (person in charge of scheduling the desired facility) to confirm availability and follows up with submitting an approved [Internal Event/Function Request](#), Form 4310/001 (Attachment A).
- C. All [catering](#) must be coordinated through the College's contracted food service vendor. Exceptions require justification and must be approved by the Vice Chancellor for Business and Administrative Affairs.
- D. All media services must be handled directly by the requestor and coordinated with the [campus/site Media Services](#) office.
- E. All police services must be coordinated with the Delgado Police Department to arrange general security services, if deemed necessary.
- F. All building services (housekeeping, clean-up, event set-up) must be coordinated through the [Office of Facilities and Planning](#).
- G. 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.

### 4. **Procedures for *Internal* Requests for Use College Facilities**

#### A. **Internal Requests for Use of College Facilities Managed by the Event Management System**

The Requestor (person requesting use of a [facility in the Delgado Event Management System](#) for an internal event/function):

- (1) completes a web request form for the desired facility in the online [Event Management System](#), which includes reserving all media, housekeeping, and police presence requests (Campus Police will notify the requestor if overtime pay for the event is required);

- (2) contacts the College's contracted food services vendor to arrange requested [catering services](#), if applicable; and
- (3) 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.

**B. Internal Requests for Use of College Facilities NOT Managed by the Event Management System**

The Requestor (person requesting use of the facility for the internal event/function):

- (1) contacts the appropriate [Facility Scheduling Coordinator](#) (person in charge of scheduling the desired facility) to confirm availability;
- (2) submits an approved [Internal Event/Function Request](#), Form 4310/001 (Attachment A) for the available facility; and
- (3) works directly with Housekeeping, Media Services, and Campus Police for requested facility set-up and services at the event.

The [Facility Scheduling Coordinator](#):

- (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.

**5. External Requests for Use of College Facilities (By Outside Groups)**

**A. External Function Guidelines**

*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 Student Life (for functions in the City Park Campus Student Life Center and the West Bank Campus Student Life Center) or by the campus or site Executive Dean's designee for functions NOT held in the Student Life Centers.
- (2) Determination of standard rental rate *categories* for use of College facilities is the responsibility of the College Controller. [Rental Pricing Plans](#) for use of Delgado facilities are based on the specific facility according to these established categories as follows:

**Standard Rental Rate Categories**

- **Internal** – Any College department, official student or employee organization, including the Delgado Alumni Association and the Delgado Foundation. There is no charge for use of facility by those in this category.
  - **External** – Any For-Profit external entity. Those in this category are charged: (1) a standard For-Profit rental rate for the specific room/location that is based on occupation starting at a minimum of 4 hours; and (2) an additional After Hour/Weekend flat usage charge, if applicable. After Hour events are defined as events that begin before 7 a.m. or on/after 5 p.m.
  - **External Non-Profit** – Non-profit external entity category. Those in this category are charged: (1) a standard Non-Profit rental rate, which is less than the For-Profit rate, for the specific room/location that is based on occupation starting at a minimum of 4 hours; and (2) an additional After Hour/Weekend flat usage charge, if applicable. After Hour events are defined as events that begin before 7 a.m. or on/after 5 p.m.
  - **External Partner** – External entity in partnership with the College through which the College benefits and College mission is supported. Those in this category are charged: (1) no rental room rate; and (2) an additional After Hour/Weekend flat usage charge, if applicable. After Hour events are defined as events that begin before 7 a.m. or on/after 5 p.m.
  - **Employee** – Current full-time employee of the College with no existing employee receivables due. Eligible employees are charged: (1) the External (For-Profit) rental room rate; (2) an additional After Hour/Weekend flat usage charge, if applicable; and (3) reimbursement for additional College costs that exceed the flat usage charge, if applicable. After Hour events are defined as events that begin before 7 a.m. or on/after 5 p.m.
- (3) The Executive Dean or his/her designee is responsible for determining and documenting the justification for the appropriate rental rate category to be charged for each individual or organization requesting use of College facilities. Electronic scans of actual signatures on the external agreement are acceptable; however, stamped signatures are not acceptable. The Assistant Vice Chancellor/Controller's verifies the charges on the external agreement are properly executed according to the rental rate category approved by the Executive Dean or his/her designee and forwards the external agreement to the Vice Chancellor for Business and Administrative Affairs for final approval.
- (4) The external organization must coordinate all event [catering and food services](#) requests directly with the College's food service contractor. Exceptions require justification and must be approved by the Vice Chancellor for Business and Administrative Affairs.

- (5) Use of Delgado facilities by external groups requires the completion and approval of an *External Agreement for Use of Facilities* generated through the [Event Management System](#) (or the [External Agreement for Use of Facilities](#), Form 4310/002, Attachment B, for facilities NOT in the Event Management System). This agreement 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 approvals have been received.*
- (6) All external agreements for use of facilities are forwarded to the Controller's Office following the respective Campus Executive Dean's approval. Following the Vice Chancellor for Business and Administrative Affairs' approval, the Controller's Office Accounts Receivable staff upload the agreements into the Event Management System. Originals and electronic versions of all external agreements are maintained in accordance with the Controller Office's retention plan.

## B. **External Function Responsibilities and Procedures**

The Office of Student Life (for external events in the City Park Campus Student Life Center and the West Bank Campus Student Life Center) or the campus or site Executive Dean's designee (for external events NOT in the Student Life Centers);

- (1) verifies that the facility is available for use by the external group;
- (2) ensures that all guidelines as outlined in Section 5A, "External Function Guidelines," 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 according to the [established rental fee schedule](#) based on the services requested as described in the *External Agreement for Use of Facilities* generated through the [Event Management System](#) (or the [External Agreement for Use of Facilities](#), Form 4310/002, Attachment B, for facilities NOT in the Event Management System) and that all required approvals 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 the [Office of Facilities and Planning](#) 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 notifications and event details to the Office of Facilities and Planning, Campus Police, and other departments involved, if applicable, through the Event Management System's automated reporting system.
- (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 Institutional Advancement if the external event/function is deemed newsworthy or as having public relations value for the College.

## 6. **Cancellation**

This policy and procedures memorandum cancels DCI 4310.1, *Official College Functions*, dated March 9, 1981; DCI 4310.2A, *Non-institutional Functions Hosted or Co-Hosted by Delgado*, dated April 2, 1984; DCI 4220.1, *College Support for Community Activities*, dated August 16, 1982; and DCI 1332.1, *Use of Delgado Facilities by Community Groups*, dated January 15, 1982.

### *Attachments:*

- Attachment A - [Internal Event/Function Request](#) (Form 4310/001)  
(Form used for facilities NOT in the [Event Management System](#))
- Attachment B - [External Agreement for Use of Facilities](#) (Form 4310/002)  
(Form used for facilities NOT in the [Event Management System](#))
- Attachment C - [Campus Police Presence Requirements for On-Campus Events and Functions](#)

### *Reference:*

Policy and Procedures Memorandum SA-1475.1C, [Alcoholic Beverages at Student Functions](#)  
Louisiana Community and Technical College System [Policy 4.005 Use of LCTCS Facilities and Premises](#)

### *Review Process/Updates:*

Ad Hoc Committee on On-Campus Events & Functions Policy 10/2/2003  
City Park Campus Student Affairs and Academic Affairs Councils 10/30/2003  
Campus Provosts/Deans 11/13/2003; Compliance Office 1/8/2004  
Business and Administrative Affairs Council 1/13/04, Subcommittee 2/18/2004;  
Executive Council 3/220/2004  
Title Updates Approved by Vice Chancellor for Business and Administrative Affairs 9/24/2008  
Procedural Updates Approved by Vice Chancellor for Business and Administrative Affairs and Vice Chancellor for Student Affairs 12/6/2016  
Procedural Updates Approved by Vice Chancellor for Business and Administrative Affairs and Vice Chancellor for Student Affairs 3/5/2020

### *Distribution:*

Distributed Electronically Via College's E-Mail System and Website