

Facilities Reservation Policy

The following policy describes the parameters for outside entities, people or organizations reserving space in Xavier University's venues. The policy exists to enable the allocation of space consistently across users, within the policies of the University and in support of the Academic and University Strategic Plans. All other applicable Xavier University policies apply.

Reservation Procedure

Use of any space for events or operations without a reservation is not allowed.

Xavier University offices, departments and recognized student organizations may reserve these spaces free of charge on a first come, first served basis using the online reservation form. Further, these "inside" users have priority over any outside parties. Decisions about the use of space will be based on the following criteria:

1. Academic uses, including special events in conjunction with any on-going class
2. Speakers being brought to campus by any Academic group
3. Third party users whose mission and values align with the academic and strategic plans of the university.

Third parties that are approved to reserve venues will pay a daily rate, detailed below. Third parties must complete the University's Standard Facility Use Agreement and comply with any necessary insurance requirements, often including a certificate of insurance listing Xavier University as additional insured. Insurance requirements may be waived at the discretion of Risk Management. For details, visit Xavier's Risk Management and Insurance website at www.xavier.edu/insurance.

Third Party Rental Rates

Academic	\$200/day
Mall	
North Yard	\$300/day
Upper Yard	\$200/day
South Yard	\$100/day

Reservation Confirmation

Reservation confirmations will be emailed following verification that the third party is approved for use of university space and that the space is available.