

## **Guidelines for Group Event Space Reservations**

In order to streamline events on our campus and create a more consistent event structure, the Office of Events and Conferences has developed the following event categories. This approach will apply to all space on campus throughout the year, with the exception of academic classrooms and labs when courses are in session.

**Events will fall into one of 3 categories:**

- 1. Major University Events**
- 2. Internal Events**
- 3. External Events**

### **Major University Events:**

These events may be scheduled up to one or more academic year in advance. Variable expenses attached to the events like A/V technology, operations, setup and take down, and food and beverage services, including service fees, will be charged to the appropriate university budget. Room rental is not charged for these events. The following are some examples of major university events: X-Days, Alumni Weekend, Commencement, Manresa, Family Weekend.

### **Internal Events:**

These events may be scheduled up to one academic semester or 6 months in advance. In order to qualify as an internal event, it must meet the following criteria:

- It must be booked by a Xavier department/office
- The event must be entirely funded by a Xavier department, division, or student organization and cannot be subsidized by an outside organization
- A Xavier FOAP must be supplied at the time of booking
- The event must be more than 50% Xavier employees or students
- The attendees are not being charged a fee for attendance unless proceeds directly benefit Xavier University

Variable expenses attached to the events like A/V technology, operations, setup and take down, and food and beverage services, including service fees, will be charged to the appropriate university budget. Room rental is not charged for these events. Xavier student groups need to book internal events through their current advisor(s) for events taking place in Cintas Center or the Schiff Family Conference Center. Internal events may be subject to slight date/time adjustments to accommodate revenue producing events up until 30 days prior to the event date. The following are examples of internal events: department meeting, student organization event or banquet, divisional gathering, or career fair.

### **External Events:**

Any events not encompassed by the above categories are considered external events. This includes events booked by a university department or individual for which the majority audience is not current Xavier employees or students.

External events will be charged for:

- room rental, special electrical, and audio-visual services
- food and beverage along with appropriate service charge
- operations fees for setup/teardown or other additional staffing needs
- sales tax unless a tax-exempt certificate is provided
- not-for-profit events will receive a 25% discount on room rental charges January-March, June-August, but are responsible for all other charges incurred.
- administrative fees (where applicable)