

Reservation Number:

Event Name:

Date:



CENTRAL CONNECTICUT STATE UNIVERSITY

Form for Campus Hosting and Cooperative Hosting Of Non-Campus Organization Programs

Connecticut State University Board Resolution # 06-96 outlines the use of university facilities by non-university organizations and individuals.

The resolution resolves...” That Presidents of the Connecticut State University System may permit non-university organizations and individuals to make temporary use of campus buildings and facilities for purposes not inconsistent with the educational purposes of the universities provided (1) that the organization or individual proposes a use of university facilities which is educational or public-service in character or which is of particular service to the university, and (2) that the organization or individual shall be responsible for all costs incurred in connection with the event except for those costs which the President or their designee determines to be legitimate college expenses.”

Please read and review the following definitions to determine the role and responsibilities your campus department will fulfill in supporting this event on campus.

Hosting: The campus department or University organization states the program is part of the department’s activities. The Dean, Chair, Director or Executive Officer is stating the event will be supported with financial and staffing resources of the department. The department will be responsible for the program, publication, etc. The representative is also stating this event is part of the department’s function and the event would occur without the external group. Revenue generating events will be charged.

Cooperative: The campus department and the external organization are stating the organizations share in the responsibility of hosting the event. There is commitment financially and with staffing resources to support the program from both. Example: A department of the state presents a state-funded program, the University provides the facilities and the external (state) organization provides programming and/or financial resources. In this case facility fees will be charged the campus rate unless waived by the Chief Administrative Officer as the University’s contribution to the cooperative program.

If one of the above criteria does not apply then please contact the University Event Coordinator as a different form will need to be completed.

Form for Campus Hosting of A Non-Campus Organization Programs

Facility Fee Rentals

All External Clients are responsible for paying Facility Use Fees. On special occasions, the University may grant a waiver of fees for use of its facilities. All Facility Fee Waiver requests must be made in writing to the Office of the Chief Administrative Officer for consideration. The Client can initiate such a request with the University Event Coordinator assisting with their event. Clients must submit a Facility Fee Waiver Request prior to the execution of the Facility Use Agreement. The Office of the Chief Administrative Officer will only review requests prior to the date of the event.

Grant Funded Programs: Grant funded programs will be treated as a nonprofit outside organization when it comes to fees for use of facilities and services.

Extended Facility Rental

From time to time, the University may receive requests for use of one of its facilities over an extended period of time. Such requests will be judged on an individual basis subject to negotiation with the appropriate University officials.

By signing this form, the Dean, Chair, Director or Executive Officer states the department's role with this event will be Host Cooperative. The Department's event planner/liaison agrees to the above guidelines and to comply with the State and University regulations. Funding for this event will be supplied by _____, from account # _____.

Off Campus Client (*Signature*)

Date

Client (Please Print Name)

Title (Please Print)

Campus Dept. Representative (*Signature*) *Date*

Campus Dept. Representative (Please Print Name)

Dean, Chair, Director or Executive Officer *Date*
(*Signature*)

Dean, Chair, Director or Executive Officer
(*Please Print Name*)

Title (Please Print)
1/12/10