

Specially Authorized Programs **Addendum B to the Facilities Reservation Policy**

GENERAL INFORMATION FOR SPECIALLY AUTHORIZED PROGRAMS

Some programs may be authorized to receive special consideration in space reservation priority. Three types of programs require special designation; the nature and scope of Seattle University’s involvement in the creation and management of the program, as well as the program content and intended beneficiaries, will determine how the program is classified.

DEFINITIONS

- Departments, divisions, and official University bodies, including student groups, are referred to as “University Entities” within this addendum.
 - Graduate and undergraduate student groups include:
 - Recognized student clubs
 - Graduate student clubs
 - Student organizations, including student government and committees within Student Activities
 - Classes
 - Seattle University Law School student groups having events on campus outside of Seattle University Law School facilities
 - Student groups not in the above categories but overseen by Seattle University faculty or staff.
- Non-academic programs are classified as one of three types:
 - Meeting: a smaller gathering that usually does not require significant (or any) set up, support, or arrangements beyond room reservation
 - Conference: a program that will have overnight campus housing (generally summer only)
 - Event: any scheduled activity, especially for a group of people, which is not a meeting and not a conference.

The general term for these three is “program.”

Approved: Space Governance Committee/President’s Cabinet

Original Issue Date: 9-21-13	Responsibility:	Reference:	Page 1 of 6
Revision Date: 02-07-19	Chief Financial Officer/ Senior Vice President for Finance and Business Affairs	Facilities Reservation Policy	

- Colloquia/Coalitions/Consortia: Some campus departments/divisions have an unofficial association with similar entities at other institutions. These associations do not become legal entities; they are usually termed “Colloquia,” “Coalitions,” or “Consortia” and rotate their meetings between the various members’ campuses to discuss issues of mutual importance
- “Event Coordinator” refers to the employee in Conference and Event Services (“CES”) who has been assigned to help coordinate logistical and support details for the program.

SPECIAL DESIGNATIONS

Programs that require special authorization are:

- **Designated Seattle University programs:** programs that, through an application process, become officially declared Seattle University programs because their organizers or organizations have an extensive or important affiliation with Seattle University, and/or their purposes are strongly in alignment with or in support of Seattle University’s mission

Consortia/Coalitions/Colloquia: Seattle University Entities must apply for Designated University program status if they wish to host events, meetings, or conferences on the Seattle University campus for groups of which they are members which do not have legal status
- **Hosted programs:** External programs whose organizers’ affiliation with Seattle University is of such recognized significance that some or all of the program use fees are waived
- **Co-Sponsored programs:** External programs whose affiliation with Seattle University is of such recognized significance that special pricing and scheduling benefits are made available to them.

Programs which do not require special authorization are:

- **Seattle University classes:** undergraduate, graduate, continuing education, and certificate courses, along with limited remedial offerings scheduled through the Office of the Registrar, the Office of New and Continuing Studies, or any of the schools or colleges of the university
- **Seattle University programs:** programs created, operated, and overseen by at least one Seattle University department, division, recognized student group, and/or recognized entity
 - General student group programs fall into this category.
- **External programs:** programs not created, operated, affiliated, and/or overseen by a recognized Seattle University group or entity.

REQUIREMENTS FOR THE DIFFERENT DESIGNATIONS

- **Designated Seattle University programs** are treated as Seattle University programs; once the designation process is complete, no there are further special requirements for such events

Approved: Space Governance Committee/President’s Cabinet

Original Issue Date: 9-21-13	Responsibility:	Reference:	Page 2 of 6
Revision Date: 02-07-19	Chief Financial Officer/ Senior Vice President for Finance and Business Affairs	Facilities Reservation Policy	

- Both **Hosted** and **Co-sponsored** programs have the following additional requirements:
 - “Seattle University” must be prominently displayed as a Host of the event
 - Marketing Communications must approve the use and placement of any university logos or branded material
 - For Class 1 or 2 events (see Table 1 below for descriptions), the hosting department must have a representative at the event (not required for Class 3 or 4 events)
 - The university entity hosting/co-sponsoring the event must identify at least one person to act as a second point of contact for the event. This person must assist CES in contacting the client if there is difficulty in obtaining timely responses
 - Any balance due that the client has not paid by 90 days after the close of the event will be charged to the university entity hosting/co-sponsoring the event
 - The university entity hosting/co-sponsoring the event must provide a university GL number up front to which charges may be made in the event that it becomes necessary.
- For Hosted programs, the following additional requirements apply:
 - An administrative fee will be charged to every program according to the event classification (the assigned Class is based on spaces used); see Table 1 above for specifics
 - Audiovisual equipment and support fees will be charged at the discounted co-sponsored rates, except for Class 4 events, which will have no charge for built-in equipment.
- For summer conferences (events with overnight housing), only the Co-Sponsored designation will be offered.

Addition of Event Classes and Administrative Charges:

Table 1 – Event Classes and Administrative and Audiovisual Fees

Class	Description	Hosted	Co-Sponsored
Class 1:	Redhawk Center events	\$250 + discounted audiovisual charges	Facilities fees and audiovisual fees assessed per current discounted rate.
Class 2:	Major event spaces (Fr. LeRoux Conference Center, Pigott Auditorium, Campion Ballroom), or any combination of spaces from more than one Class	\$150 + discounted audiovisual charges	
Class 3:	Smaller event spaces (Student Center 130 or 210, Casey Commons, Stuart T. Rolfe Room)	\$100 + discounted audiovisual charges	
Class 4:	Classrooms only	\$75 - includes A/V	

Approved: Space Governance Committee/President’s Cabinet

Original Issue Date: 9-21-13	Responsibility:	Reference:	Page 3 of 6
Revision Date: 02-07-19	Chief Financial Officer/ Senior Vice President for Finance and Business Affairs	Facilities Reservation Policy	

PROCESS

If a program would like recognition as a **Designated Seattle University program, Co-Sponsored program, or Hosted program**:

1. The responsible University Entity will fill out a “Program Special Designation Approval” form on behalf of the program
 - The form must be submitted for each event or program to be held. However, requests may be made for a series of related or repeat programs which take place within an academic year or one calendar year of the date of the first program
 - The form will only be considered complete with the appropriate authorizing entity’s electronic signature(s)
 - On the form, a detailed written explanation must be included which outlines the reasons that the sought designation should be considered for approval. The explanation must include information on **each** of the following:
 1. The ways in which the program aligns with Seattle University’s mission and/or strategic initiatives;
 2. Whether the external organization will be charging fees for people to attend and where the fees will be deposited;
 3. How Seattle University will benefit from waiving or discounting fees for the program;
 4. Which Seattle University population(s) will benefit by the program’s "Designated SU", "Hosted" or "Co-Sponsored" designation; and
 5. The reasons why the costs for holding the event should be borne by the university and not by the organization.
 - Assignment of a designation to a program does not guarantee that the same designation will be granted in subsequent years.
2. Once the form and materials are submitted electronically to CES, the Director of Conference and Event Services will make a preliminary determination on the designation request.
3. The CES Director will forward the materials to the Assistant Vice President, Auxiliaries and Procurement (“AVP Auxiliaries”).
 - If the AVP Auxiliaries does not approve the request, s/he will submit to the Chief Financial Officer/Senior Vice President for Finance and Business Services for a final determination.
4. The authorization of the Chief Financial Officer/Senior Vice President for Finance and Business Services is always required for a program to be considered a **Designated Seattle University program**.
5. When the Chief Financial Officer/Senior Vice President and/or Assistant Vice President make their determination(s), they will return the authorized form to CES.
6. CES will notify the program of the outcome of the request. If a request is denied, an explanation will be provided.

Approved: Space Governance Committee/President’s Cabinet

Original Issue Date: 9-21-13	Responsibility:	Reference:	Page 4 of 6
Revision Date: 02-07-19	Chief Financial Officer/ Senior Vice President for Finance and Business Affairs	Facilities Reservation Policy	

EXCEPTION

Campus chapels have a different fee structure from standard university facilities. For regular Seattle University activities, there is no charge; however, charges are assessed to individuals for weddings.

1. In order to reserve a sacred space for a wedding, potential clients MUST have an affiliation with Seattle University:
 - a. Student
 - b. Alumnus
 - c. Faculty/Staff member
 - d. Board of Regents/Board of Trustees member
2. Any person who rents a sacred space for personal reasons will pay the official rates, and the reservation will be considered a Co-Sponsored Program.
 - a. The Program Special Designation Approval form does not need to be submitted for clients to obtain this designation
 - b. It is the responsibility of Campus Ministry to determine whether someone wanting to rent space is eligible.
3. If an applicant wishes to have chapel rental fees waived:
 - a. The applicant must send an explanation to the Campus Minister for Liturgy, who will approve or deny the request
 - b. If approved, Campus Ministry will complete and submit the Program Special Designation Approval form and explanation to CES to request "Hosted" status
 - c. All regular processes for approval of the form will apply from that point.
4. If a department/division requests that an applicant be allowed to rent the chapel, even though the applicant may not have an official affiliation with the university (for example, a significant donor):
 - a. The university entity requesting the reservation will submit the Program Special Designation Approval form to the Campus Minister for Liturgy, requesting either Co-Sponsored or Hosted status
 - b. Campus Ministry will review and either approve or reject the request
 - c. If approved, Campus Ministry will submit the form and explanation to CES
 - d. All regular processes for approval of the form will apply from that point.

Approved: Space Governance Committee/President's Cabinet

Original Issue Date: 9-21-13	Responsibility:	Reference:	Page 5 of 6
Revision Date: 02-07-19	Chief Financial Officer/ Senior Vice President for Finance and Business Affairs	Facilities Reservation Policy	

Referenced Contact Information:

Conference and Event Services

Columbia Building
206-296-5620
rooms@seattleu.edu
www.seattleu.edu/CES

Campus Ministry

Student Center Room 120
206-296-6075
campusministry@seattleu.edu

Office of the Assistant Vice President, Auxiliaries and Procurement

Columbia Building
206-296-6166
scanc@seattleu.edu

Office of the Chief Financial Officer/Senior Vice President for Finance and Business

Administration
Administration Building
206-296-6148

Related information

Program Special Designation Approval Form

Approved: Space Governance Committee/President's Cabinet

Original Issue Date: 9-21-13	Responsibility:	Reference:	Page 6 of 6
Revision Date: 02-07-19	Chief Financial Officer/ Senior Vice President for Finance and Business Affairs	Facilities Reservation Policy	