

CO-SPONSORED PROGRAMS

Co-sponsored programs are not Seattle University events; however, Seattle University may derive some benefit from allowing the program to take place in Seattle University facilities or from affiliation with the organization associated with the program. The organization – not Seattle University – is primarily responsible for determining the content, agenda, logistical arrangements, and costs for the event. Rates for co-sponsored programs are designed to cover Seattle University costs related to the event.

DESIGNATION CRITERIA

A Co-Sponsored Program must:

- » Offer Seattle University students, staff, and faculty free or reduced admission to the program.
- » Align with the mission and/or strategic initiatives of Seattle University.

SPONSOR OBLIGATIONS

The sponsoring office must:

- » Ensure a representative of the sponsoring office is present for the duration of the program for all Class 1 and 2 events (see Venue Classification Table).
- » Identify one person from the sponsoring office to act as an internal point-of-contact for the event to assist CES in contacting the external client when necessary.
- » Provide a university GL number to which charges may be applied when necessary, including any balance left unpaid 90 days after the event.

BENEFITS

The benefits of a Co-Sponsored program include:

- » Discounted facility rental fees.
- » Discounted technology fees.
- » Waived reservation deposit.
- » Higher scheduling priority than standard external events.

EXTERNAL CLIENT OBLIGATIONS

The external entity must:

- » Sign a Seattle University event contract.
- » Provide proof of appropriate liability insurance coverage.
- » Prominently display Seattle University as a host of the program.
- » Receive approval for use and placement of any Seattle University logos or branded materials.
- » Promptly pay all fees including discounted facility rental and technology rates, parking fees, and any other fees resulting from the event.

REQUEST PROCESS

To request any one of the three available designations (Co-Sponsored, Hosted, or Designated Seattle University Program), the following process must be followed. Contact your assigned event coordinator with questions.

1. The organization responsible for the event must make the facility reservation directly with CES.
2. The Seattle University entity sponsoring the program must complete the Request for Special Designation Form and include an explanation for why Seattle University should waive or discount fees for the program.
 - a. The explanation must include answers to the five questions on the second page.
3. The sponsoring office must then have the appropriate authority review and digitally sign the request form in the section labeled “Area Vice President or Dean.” This signature indicates their approval of the request.
4. The signed form must then be submitted to CES, via email, for a determination by Director of CES.
5. CES will submit the request to the Executive Vice President for final authorization or denial.
6. Both the sponsoring office and external entity will be contacted with the final decision.

Important: Until all three signatories have indicated their approval for the request by digitally signing the Request for Special Designation form, the sponsoring office should not confirm any level of Special Designation for the event with the external entity. The assigned CES event coordinator will contact both the sponsoring office and the external organization when the request has been approved or denied.

HOSTED PROGRAMS

Hosted programs are not Seattle University programs. Seattle University derives benefit from holding the program on campus or from affiliation with the organization associated with the program. The organization – not Seattle University – is primarily responsible for determining the content, agenda, logistical arrangements, and costs for the event. In addition, the benefit of the event, or the benefit of the relationship to the entity putting on the event, is of such significance to Seattle University that it is appropriate for the university to not seek reimbursement for some of the regular costs that would be incurred by having the program on campus.

DESIGNATION CRITERIA

A Hosted program must:

- » Offer Seattle University students, staff, and faculty free admission to the program.*
- » Benefit more than one area of the university.
- » Align with the mission and/or strategic initiatives of the university.
- » Support university recruitment and retention.

SPONSOR OBLIGATIONS

The sponsoring office must:

- » Ensure a representative of the sponsoring office is present for the duration of the program for all Class 1 and 2 events (see Venue Classification Table).
- » Identify one person from the sponsoring office to act as an internal point-of-contact for the event to assist CES in contacting the external client when necessary.
- » Provide a university GL number to which charges may be applied when necessary, including any balance left unpaid 90 days after the event.

BENEFITS

The benefits of a Hosted program include:

- » Waived facility rental fees.
- » Discounted technology fees.
- » Waived reservation deposit requirement.
- » Higher scheduling priority than other external events, including Co-Sponsored and standard external programs.

EXTERNAL CLIENT OBLIGATIONS

The external entity must:

- » Sign a Seattle University event contract.
- » Provide proof of appropriate liability insurance coverage.
- » Prominently display Seattle University as a host of the program.
- » Receive approval for use and placement of any Seattle University logos or branded materials.
- » Promptly pay all fees including discounted facility rental and technology rates, parking fees, and any other fees resulting from the event.

*A minimal fee may be charged to Seattle University students, staff, and faculty to cover the cost of producing the event, or attendees may be encouraged to provide voluntary contributions to support the external organization.

VENUE CLASSIFICATION AND ADMINISTRATIVE FEES

Venues and the associated administrative fees for hosted programs are classified according to this table:

CLASS	EVENT VENUE	ADMINISTRATIVE FEES
Class 1	Redhawk Center	\$250.00
Class 2	Major event spaces (Pigott Auditorium, Campion Ballroom, etc.) w any combination of spaces from more than one class	\$150.00
Class 3	Smaller event spaces (Casey Commons, Student Center 130/210, etc.)	\$100.00
Class 4	Classrooms and conference rooms	\$75.00

DESIGNATED SEATTLE U PROGRAMS

Designated Seattle University programs may not necessarily be immediately identifiable as Seattle University events; because they do have some involvement with an external entity, the program's relationship with the university must be clarified. A Seattle University entity determines the curriculum and content of the program and must plan and organize the program's logistics. A Designated Seattle University program must be advertised and promoted as a Seattle University event.

DESIGNATION CRITERIA

A Designated Seattle University program must:

- » Be organized and run primarily by a recognized Seattle University or be part of a Colloquium/Coalition/Consortium as defined below.
- » Be advertised as a Seattle University program.
- » Support the educational, social, or athletic purposes of the university.
- » Ensure all revenues generated at or by the event accrue to Seattle University.

EVENT OBLIGATIONS

The Seattle University entity planning the event must:

- » Promptly pay all fees resulting from the event.
- » Ensure a representative of the Seattle University entity is present for the duration of the event.
- » Identify a representative to act as the contact with CES for all program arrangements.
- » Provide a university GL number to which charges may be applied when necessary.

BENEFITS

The benefits of a Designated Seattle University program include:

- » Waived facility rental fees.
- » Waived technology fees.
- » Waived reservation deposit requirement.
- » No contracts required.
- » Liability insurance coverage by Seattle University.
- » Higher scheduling priority than Hosted, Co-Sponsored, and standard external programs.

What is a Colloquium/Coalition/Consortium?

An unofficial association between a campus department or division and similar entities at other institutions. These are not legally established organizations, and often rotate meetings around the various members' campuses to discuss issues of mutual importance.

Referenced Policy

Facilities Reservation Policy, Addendum B
(Specially Designated Programs)

Related Documents

Request for Special Designation Form

Responsible Office

Conference and Event Services (CES)
Campus Services Division

Final Authorization

Executive Vice President