

FACILITY FEE USAGE POLICIES FOR INCOME PRODUCING EVENTS

In addition to the fees listed on the previous pages, the following policies are in effect in relation to Income Producing events.

UNIVERSITY RELATED DEPARTMENTS OR ORGANIZATIONS

When an event is sponsored by a university related department or organization it will normally not be charged fees (other than direct costs) unless the event is an income producing activity for the department or organization. If the income is deposited into standard university accounts there will be no charge. If the income is deposited in University Foundation accounts, agency accounts, or into off campus accounts then the normal non-profit rates will be charged.

Whenever space (i.e. display booths, tables for display, demonstration rooms, etc.) or services (electricity, AV equipment, theater lighting, etc.) is resold by the sponsoring organization or department, the sponsor will be charged an amount equal to 20% of the price charged for the resold space or services. It is the responsibility of the sponsoring organization to disclose when space is being resold.

REGISTERED STUDENT ORGANIZATIONS

When an event is sponsored by a registered university student organization it will normally not be charged fees (other than direct costs) unless the event is an income producing activity for the group. In this case the organization will be charged for all services and AV support provided to it. Facility rental will not be charged except in cases where large amounts of space are used or extraordinary demands are placed on custodial, setup, and technical services.

Whenever space (i.e. display booths, tables for display, demonstration rooms, etc.) or services (electricity, AV equipment, theater lighting, etc.) is resold by the sponsoring organization, the sponsor will be charged an amount equal to 10% of the price charged for the resold space or services.

NON-UNIVERSITY RELATED EVENTS (Non-Profit & For-Profit)

When an income-producing event is held, the regular facility usage fees will normally be charged. In addition, in the case of ticketed events, a fee equal to 10% of the gross ticket sales or \$400 - whichever is greater, will be charged.

Whenever space (i.e. display booths, tables for display, demonstration rooms, etc.) or services (electricity, AV equipment, theater lighting, etc.) is resold by the sponsoring organization, the sponsor will be charged all normal facility usage charges plus an amount equal to 20% of the total price charged for the resold space or services.

COMMERCIAL PRODUCT OR SERVICE SOLICITATION

Commercial product or service solicitations and/or demonstrations may not occur in public hallways, booths, and other such high traffic areas. They may only occur within reservable space. The only exception to this is when the sales process is done under contract with a student organization and with members of the organization present at the location at all times.