

## **FACILITY FEE USAGE POLICIES FOR REVENUE/INCOME PRODUCING EVENTS** (It is the responsibility of the Requestor to disclose ticketed events or when space is being re-sold when submitting the initial [Facility Reservation Form](#)).

### **UNIVERSITY RELATED DEPARTMENTS:**

When an event is sponsored by a University Related Department it will normally not be charged fees unless the event is a revenue/income producing activity:

- In the case of ticketed events (i.e., price ticketed events, entry fee, conference cost, etc.) a fee equal to **10%** of the **NET** sales will be charged.
- In the case of **re-sold** space (i.e., booths, vendor tables, display tables, event halls, outdoor spaces, demonstration rooms, meeting rooms, etc.) or **services** (electricity, AV equipment, theater lighting, etc.) **20%** of the **GROSS** revenue/income received from resale of the space will be charged.

### **REGISTERED STUDENT ORGANIZATIONS:**

When an event is sponsored by a Registered Student Organization it will normally not be charged fees unless the event is a revenue/income producing activity:

- In the case of ticketed events (i.e., price ticketed events, entry fee, conference cost, etc.) a fee equal to **10%** of the **NET** sales will be charged with a maximum cost of \$400.00.
- In the case of **re-sold** space (i.e., booths, vendor tables, display tables, event halls, outdoor spaces, demonstration rooms, meeting rooms, etc.) or **services** (electricity, AV equipment, theater lighting, etc.) **10%** of the **GROSS** revenue/income received from resale of the space will be charged.

### **NON-UNIVERSITY RELATED EVENTS (Non-Profit & For-Profit):**

When a Non-University related event is held whether it be Non-Profit or For-Profit, the regular Facility Use Fee will be charged (see [Facility Use Fees](#)).

- In the case of ticketed events (i.e., price ticketed events, entry fee, conference cost, etc.) a fee equal to **10%** of the **GROSS** ticket sales or **\$400** whichever is greater will be charged.
- In the case of **re-sold** space (i.e., booths, vendor tables, display tables, event halls, outdoor spaces, demonstration rooms, meeting rooms, etc.) or **services** (electricity, AV equipment, theater lighting, etc.) **20%** of the **GROSS** revenue/income received from resale of the space will be charged.

## **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 (meeting room 219 or meeting room 360). The only exception to this is when the sales process is done under contract with a Registered Student Organization or University Related Department and with members of the Registered Student Organization or University Related Department always present at the location from event start time to event end time.

### **DEFINITION of RESOLD SPACE:**

i. **Comprehensive Definition:** Resold space encompasses a diverse range of areas within the D. P. Culp Student Center facilities that are made available for use by affiliated or non-affiliated organizations or individuals for income-producing events. These spaces include but are not limited to:

- Meeting Rooms: Designed for small to medium-sized gatherings, meetings, workshops, and presentations.
- Event Halls: Versatile spaces suitable for hosting larger events such as conferences, seminars, receptions, banquets, and performances.
- Auditoriums: Equipped with seating arrangements and audiovisual systems for lectures, presentations, performances, and screenings.
- Outdoor Spaces: Open-air areas, courtyards, and lawns utilized for outdoor events, festivals, fairs, markets, and recreational activities.
- Tables and Booths: Configurable spaces within indoor or outdoor areas designated for exhibitors, vendors, sponsors, or participants to showcase products, services, or information during events.

ii. **Flexibility and Adaptability:** Resold space may vary in size, layout, amenities, and accessibility, catering to the diverse needs and preferences of event organizers and attendees. The D. P. Culp Student Center Office aims to provide a range of options to accommodate events of different scales, formats, and purposes, ensuring maximum flexibility and adaptability for the campus community.

iii. **Accessibility Considerations:** Resold space within the D. P. Culp Student Center facilities is designed to be accessible to individuals with disabilities, complying with relevant accessibility standards and regulations. Event organizers are encouraged to consider accessibility requirements when planning and organizing events, ensuring that all participants can fully participate and engage in the activities.

iv. **Reservation Process:** The reservation of resold space is facilitated through the D. P. Culp Student Center Office, which oversees the allocation of available spaces, manages reservation requests, coordinates event logistics, and provides support services as needed. Event requestors are required to follow established procedures and guidelines for reserving and utilizing resold space, including adhering to any applicable policies, fees, and regulations.

v. **Collaboration and Coordination:** The D. P. Culp Student Center Office collaborates closely with event organizers to ensure the successful planning, execution, and evaluation of revenue/income-producing events held within the Student Center facilities. By fostering open communication, collaboration, and coordination, the Student Center Office seeks to enhance the overall quality and impact of events while maximizing the utilization of available resources and facilities.