

# Policy on Use of University Facilities for Events

## FULL POLICY CONTENTS

Reason for Policy

Scope

Policy Statement

Definitions

Exceptions

Sanctions

Related Policies, Documents & Forms

Archival

**Effective:** February 28, 2019

**Last Updated:** February 2019

**Responsible University Office:** Vice President for Administration

**Policy Contact:** Director, Hemmingson Center and Auxiliary Services

## Reason for Policy

The Gonzaga University Mission Statement emphasizes the importance of intellectual and community engagement when stating:

*Gonzaga University is an exemplary learning community that educates students for lives of leadership and service for the common good. In keeping with its Catholic, Jesuit, and humanistic heritage and identity, Gonzaga models and expects excellence in academic and professional pursuits and intentionally develops the whole person – intellectually, spiritually, culturally, physically, and emotionally.*

*Through engagement with knowledge, wisdom, and questions informed by classical and contemporary perspectives, Gonzaga cultivates in its students the capacities and dispositions for reflective and critical thoughts, lifelong learning, spiritual growth, ethical discernment, creativity, and innovation.*

The efficient and effective use of campus facilities for Internal University Events supports this mission. This policy provides guidance to Gonzaga community members as they individually and collectively plan events in support of this work.

Gonzaga University also recognizes the many ways in which external, or “non-University”, organizations and individuals directly contribute to the creation of the learning community. The use by non-University organizations and groups also allows the University to collect usage fees to help offset the operational costs of our facilities and to ensure adequate funding for renewal and replacement (e.g., audio/visual equipment) necessary to support internal events and use. Therefore, Gonzaga University permits the use of University facilities for Partnered University Events, Hosted University Events, and Non-University Events (see Definitions section) consistent with the University’s mission, non-profit status, and its broader role as a member of the Spokane and regional communities.

This policy provides general guidance to ensure all events held in University Facilities contribute to the creation of a learning community and ensure conformity with relevant institutional compliance and risk-management obligations.

---

## Scope

This policy applies to all University groups, non-University groups and individuals seeking to use Gonzaga University facilities for “Events” as defined in the Definitions section of this policy. To support the effective use of University facilities the Gonzaga University Event Service Team (GUEST) provides management of the John J. Hemmingson Center as well as other publicly used venues on campus with the exception of the [Jundt Art Museum](#), Foley Center Library, Gonzaga University School of Law, Woldson Performing Arts Center, Athletic Department facilities, and all Sacred Spaces. GUEST is the central resource for management and information of most events and services on the Gonzaga University campus as well as the Bozarth Mansion and Retreat Center.

---

## Policy Statement

1. As a general rule, priority for the use of the University’s facilities will go to Gonzaga academic and co-curricular events. To promote the most efficient use of space and to effectively balance the various needs of our community, all those requesting the use of University facilities must however recognize the need for flexibility in the utilization of limited campus space. In the event of a conflict between multiple groups desiring to use the same space at the same time, the Director of Hemmingson Center and Auxiliary Services (or his or her designee) will work collaboratively with the organizers of events to find a suitable solution which may include the need for alternative locations and/or times.
2. All events must follow the approval steps and protocols as specified in the University Events Policy.
3. All groups and individuals seeking to reserve Gonzaga facilities must contact the Gonzaga University Events Service Team to complete an event request form and follow all applicable approval processes. This can be accomplished on-line: [schedule.gonzaga.edu](https://schedule.gonzaga.edu)
4. All persons attending events on University property are required to abide by applicable University policies and campus regulations and shall identify themselves upon request to University officials who are acting in the performance of their duties. Violation of University policies or campus regulations may subject an individual or organization to adverse consequences, potentially including the cancellation of an event.
5. All non-University groups using University properties and services must avoid any unauthorized implication that they are endorsed by the University. The use of University trademarks and logos is not permitted without written authorization from the Office of the Vice President for Administration.
6. All non-University groups using university facilities are required to complete and sign a user agreement, to indemnify and hold harmless Gonzaga University from any claim or loss to the University resulting in any manner from such use of Gonzaga’s facilities, including damages to Gonzaga’s property, and injuries to any person or persons, including injuries resulting in death (to

the extent permitted by law). As part of the “user agreement,” all users are required to supply the University with a Certificate of Insurance (“COI”) naming The Corporation of Gonzaga University as additional insured in the amount of no less the \$1,000,000 per occurrence and \$3,000,000 aggregate. Insurance may be provided by user through its insurance carrier or may be obtained by user through Gonzaga University’s insurance carrier by consulting the assigned Event Manager for further instructions and cost.

7. In addition to the applicable University policies and regulations, Gonzaga University shall have the right and authority, as prescribed by the Events Policy, for further reasonable regulations and restrictions considered necessary based on the nature of a specific use of its facilities.

8. All proposed events involving political and/or political campaign activity must comply with this Policy, the Events Policy, and the Political Campaign Activities Policy.

---

## Definitions

The following general definitions of events are intended to provide guidance to individuals or groups seeking to use University facilities. It is understood that all events have unique and specific qualities so please contact GUEST to assist in determining which category best describes your planned event.

**1. Internal University Events:** Programs and events that fulfill or support the mission of the University, are funded by University resources, are planned and supervised by a University department or recognized student organization, and all event logistics are managed by a designated University representative.

- Gonzaga owns and manages the event.
- Gonzaga pays 100% of costs.
- 100% of proceeds from event go to Gonzaga.
- Facility Use Fee - \$0
- Gonzaga insurance shall be in effect.
  - All internal events must go through the proper approval process as outlined in the University Events Policy.

**2. Partnered University Events:** On occasion, an academic department, administrative office, or student organization will work in partnership with a non-University entity to provide an event for the University community. A partnered event is one in which Gonzaga co-presents the program or meeting to directly benefit students, staff/faculty, community or Gonzaga initiatives. The Gonzaga presentation is possible only through partnership with another non-profit entity. The use of the words and forms of the words partner and partnership in this Policy are used only in their conversational meanings and are not intended to, and do not in fact, establish a partnership relationship between The Corporation of Gonzaga University and any entity collaborating with Gonzaga on an event.

- 100% of proceeds go to Gonzaga.

- Gonzaga department co-signs the usage agreement with the partnered entity. Gonzaga pays portion or 100% of costs. If entity defaults on their agreed part of payment, the Gonzaga department pays full costs.
- Facility Use Fee – contact GUEST to review details of event and associated fees
- Shared liability – Insurance can be requested from partnered entity.
  - All Partnered Events must be approved by the appropriate VP, Dean, or Director, Hemmingson Center and Auxiliary Services.

**3. Hosted University Events:** A hosted program is not a Gonzaga University program. Gonzaga University derives benefit from holding the program on campus or from affiliation with the non-University organization associated with the program. The organization – not Gonzaga University – is primarily responsible for determining the content, agenda, logistical arrangement, and costs for the event. The organization must be a strongly affiliated, non-profit organization.

- Ticket sales, proceeds, contractual obligations, and participants are solely entity's.
- Gonzaga University and its constituents receive a discount or other sufficient consideration to the extent the entity provides discounts to its members.
- Facility Use Fee – contact GUEST for rates.
- Gonzaga assumes no liability – Entity must present COI naming The Corporation of Gonzaga as an additional insured.
  - All Hosted events must be approved by the appropriate VP, Dean, or Director, Hemmingson Center and Auxiliary Services.

**4. Non-University Events:** The event is presented for the benefit of the external client's constituents.

- Proceeds, contractual obligations, and participants are solely entity's.
- Consistent with our tax-exempt status, an affinity or some relationship must exist with a Gonzaga individual or department.
- Facility Use Fee – contact GUEST for rates
- Gonzaga assumes no liability – Entity must present COI naming The Corporation of Gonzaga as an additional insured.
  - All external events must be approved by the appropriate VP, Dean, or Director, Hemmingson Center and Auxiliary Services.

---

## Exceptions

This policy does not apply to the [Jundt Art Museum](#), Foley Center Library, Gonzaga University School of Law, Woldson Performing Arts Center, Athletic Department facilities, and all Sacred Spaces.

---

## Sanctions

N/A

---

## Related Policies, Documents & Forms

[Conflict of Interest Policy](#), *Human Resources*

[Events Policy](#); *Student Development*

[Political Campaign Activity Policy](#); *General Counsel*

Post-Issuance Tax Compliance Procedures for Tax-Exempt Bonds, *Finance Office*

---

## Archival

N/A