**SOUTH DAKOTA SCHOOL OF MINES AND TECHNOLOGY**

**Policy Manual**

**SUBJECT:** Assessing User Fees: Scheduling, Events and Conferences

**NUMBER: Policy VI-11** (Formerly Policy VI-A-12)

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## POLICY

Fees will be charged for use of campus resources.

A. Fees charged to internal users will differ from fees charged to external users.
   1. Individual departments will provide recommended rates for resources associated with scheduling provided through their areas to Surbeck Center (SC) staff.
   2. Rates will be published by SC staff upon final approval by the Vice President of Business and Administration.

B. Fees will be assessed based on the following categories:
   1. Internal users
      a. Defined – Any event or activity sponsored exclusively by a university department; unit or committee; and recognized or registered program or organization, and intended for members of the university community
      b. Fee rate – Internal users will be able to use spaces and services at the lowest practical cost and, where possible, at no cost. Internal users may be responsible for direct and unavoidable expenses, including but not limited to scheduling and set-up fees as listed in B.4.

   2. Hosted events
      a. Defined – An event, meeting, or activity scheduled by an internal user where external users are invited to participate. It must be completely planned, controlled, and managed by the internal user and must substantially benefit the internal user and/or the campus community.
      b. Fee rate – All coordination, access to services, event management negotiations and fees must occur between the internal user and the university. Hosted events and activities are charged on the same fee rates and incurred expenses as internal users.

   3. External agencies (user/event)
      a. Defined – Any event or activity put on by a user who does not fit the definition of internal user
      b. Fee Rate – External users/events will be charged at full cost (including incurred expenses) associated with using university facilities and resources.

   4. Co-sponsored events
      a. Defined – Any event or activity where both internal and external users share any degree of responsibility for its planning, control, and/or management. Typically, the conference or event is initiated externally and furthers the specific academic or institutional aims of an academic or service department. In such cases, the

department may act as “co-sponsor” of the conference or event. Established guidelines listed below (4.c), for departments to follow so that co-sponsorship may be recognized. The University embraces co-sponsorship because of the valued contribution the conference or event makes to the academic and institutional aims of SD MINES as well as the community at large.

b. Fee Rate – Co-sponsored conferences and events receive the Sponsored group prices. The 10% service charges on Dining Services and standard set-up fees will apply. Room rental will only be waived by special request of an Executive Council Member because the event directly supports a Univeristy Mission.

5. Non Profit/Civic Group
   a. Defined – Any event or activity that is organized and paid for by a non-profit or civic organization.
   b. Fee Rate –Non-Profit/Civic group prices or waived room rental. The 10% service charges on Dining Services and standard set-up fees will apply.

6. Conferences
   a. Defined – Any formal meeting that invites external guests and charges a registration fee.
   b. Fee Rate-
      1) Conferences Managed by an SD MINES department will receive the Non Profit/Civic Group Rates
      2) Conferences managed by and external group will be charged at full cost (including incurred expenses) associated with using university facilities and resources.

**PROCEDURES**

A. SC staff will coordinate and maintain the following:
   1. Rate charts for internal and external users. Updated rates will be published on an annual basis on-line (see http://surbeck.sdsmt.edu/fees)
   2. Formal correspondence between SD MINES and the external users
      a. External users must sign a formal letter of agreement
      b. External users may be required to submit proof of insurance as required by the Office of Risk Management for the state of South Dakota.
   3. Billing for services rendered and disbursement of collected fees to the appropriate department.
   4. Billing of both internal and external users for associated scheduling fees listed below (see SC staff for more information):

      a. Failure to return AV equipment at the scheduled time b. Unauthorized rearrangement of room furnishings
      c. Unauthorized use of facilities
      d. Events requiring staffing outside normal hours of operation
      e. Event set-ups/changes that exceed an hour per event or that require after hours staffing
      f. Surbeck Ballroom set-ups.
      g. Events requiring tables and chairs to be used outside of Surbeck Center
      h. Scheduling, cancellation, or change of date, time, or setup without minimum notice
         1) Routine meetings or small events—10:00 a.m. of business day before event
         2) Special events (or events exceeding more than 50 attendees) – three to ten days prior to event depending on scale of event

B. Procedures for the following categories:
   1. <u>Internal users</u>
      a. Internal user schedules event with SC staff

   2. <u>Hosted events</u>
      a. Internal user schedules event with SC staff

   3. <u>External agencies (user/event)</u>
      a. External agency/user contacts SC staff
      b. SC staff coordinates requested resources, ensures compliance with university procedures, and completion of required documentation
      c. SC Director and designee have negotiating authority.

   4. <u>Co-sponsored events</u>
      a. The department chair, or director, or the student organization advisor completes and submits a co-sponsorship form to SC staff. Co-sponsorship will be established after receipt and approval of a form. In order to be eligible to co-sponsor a conference or event, a department shall agree to, affirm, and abide by the following guidelines:
         1) The academic or institutional aims are in accordance with and furthered by the activity planned by the non-University primary sponsor.
         2) The department/student organization must be the main point of contact for the planning, implementation, and follow up of the conference or event through the use of departmental personnel or resources.

3) A member of the department or student organization must be accountable for the conference or event at all times.

4) All co-sponsored conferences and events must have SD MINES name and logo on all conference/event materials, including all marketing and pre-conference publications. Publications should also be pre-approved by the SD MINES University and Publication Relations Office. Publications should be sent to the co-sponsoring department who will review and forward to UR. Please allow ten days for review.

5) To receive discounted room rental the co-sponsored conference or events must not charge a registration fee and over 50% of the attendees must be SD MINES students, staff, faculty or potential recruitable students.

b. SC staff coordinates requested resources, ensures compliance with university procedures, and completion of required documentation

c. SC Director and designee have authority for co-sponsorship approval and negotiating discounts/prices.

5. <u>Non Profit/Civic Group</u>
   a. External agency/user contacts SC staff
   b. SC staff coordinates requested resources, ensures compliance with university procedures, and completion of required documentation
   c. SC Director and designee have negotiating authority.

6. Conferences
   a. Campus Department or External agency/user contacts SC staff
   b. SC staff coordinates requested resources, ensures compliance with university procedures, and completion of required documentation
   c. SC Director and designee have negotiating authority.

C. Other Considerations:

1. Control of facilities – The university control of university buildings, properties, facilities and services is never relinquished in any manner whatsoever. The university reserves the right to enter any university building, property, or facility at any time.
2. Entrances and exits – The University may designate the use of such entrances and exits to university buildings, properties, and facilities as university may deem appropriate.
3. Responsibility for damage, defacement, or loss – The University reserves the right to require any user of the university buildings, properties, facilities or services to reimburse the university for any destruction, damage, defacement, or loss. This includes extraordinary cleaning expenses.
4. Other contractual agreements - User shall not enter into any contract or services agreement or arrangement in connection with the usage covered by the authorized user in said university buildings, facilities, or on the university premises without written consent of the university.
5. Food, beverage and equipment prohibitions - User agrees to prohibit the presence of beverages, food or equipment not specified in this agreement in university buildings, properties, or facilities during activities conducted by the user except as authorized by the university prior to the event.
6. Discretionary matters - SC staff reserve the right to reassign or substitute similar space or facilities only if available and when SC staff deem such reassignment or substitution is in the best interest of the university.

7. Attendance guarantee – The user must contact SC staff no less than two business days prior to the event if attendance at event will increase or decrease from that shown on the confirmation. SC staff and its related service departments shall not be responsible for increased services or accommodations that would be necessitated by an attendance increase in excess of 5% more than the confirmed amount.
8. Meal price, admission price, or registration fee charged by the user shall be shown on tickets and advertisements.

**SOURCE: Revised May 2015 – Supersedes all previous versions**