



Learning with Purpose

University of Massachusetts Lowell

Policy Title:	University Space Reservation and Use Policy
Policy Number:	SA-7-102
Responsible Office:	Hospitality & Event Services
Responsible Position:	Executive Director of Hospitality Services & Events

I. Policy Statement

The office of Hospitality & Event Services is charged with the management of the University Space Reservation and Use Policy. The University recognizes the importance of providing access to space and facilities for internal, affiliated, and external groups for activities other than the regular and/or essential operations and activities of the University. The need to designate areas for use to accommodate such activities of a diverse University community is an important aspect of its mission.

II. Purpose

University space, equipment and resources are valuable assets. UMass Lowell has established a distinct set of criteria to determine when event space and equipment are free, and when rental charges apply. These criteria were established to reduce risk to UMass Lowell and ensure that space and equipment are used first for university events and activities. The Hospitality & Event Services staff applies these criteria to ALL requests for space.

III. Scope

This policy applies to all faculty, staff, students and internal/external organizations.

IV. Definitions

Internal Rate (No Fee – exceptions on premier space) - The program, meeting or event is an initiative of, and was created and developed by UMass Lowell for the sole benefit of the UMass Lowell community. Internal events will not generate a space charge unless the event is held in a “premier” location (i.e., the Bellegarde Boathouse).

No Fees are applied to University events when:

- Audience – Event is primarily for UMass Lowell faculty, staff &/or students, not open to the public or non-university guests.
- Funding Source – Event is supported entirely by university funds.
- No Partnership – The event is an initiative of a UMass Lowell department or student group and is not being planned or supported through a partnership with an outside organization.
- Event space - Event not booked in premier event space.
- No Insurance Needed

Affiliated Rate (50%) - The program, meeting or event is an initiative of UMass Lowell, was created/developed by UMass Lowell and involves external partnership, funding sources or guests. The “Affiliated” rate acknowledges the many university’s partnerships and, in support of this, there will be a 50% Affiliated Reduction from the external rate for space usage.

Fees are applied to University events when:

- Audience – The event is not primarily for the university community and is open to non-university guests/attendees (through advertisement or invitation).
- Funding Source – Event is supported all or in part by funds from outside the university. Sources may include outside sponsorship, admission fees, registration charges, fundraisers and ticket sales.
- Partnership & Space Access – The university department or student group is providing shared access to space/resources via a partnership or collaboration with a non-university organization.
- Insurance needed for events with external funding source. (Insurance Requirements outlined in the Hospitality & Event Services Contract)

External (Standard Full Rate) - The program, meeting or event is an initiative of a private company, non-profit or individual.

The “External” rate applies to groups that are not affiliated with UMass Lowell, whether or not a member of the UML community serves on the organizing committee, and will be charged at a full rate.

The following criteria apply to Standard Rate events:

- Audience – The event is intended for the non-university community (through advertisement or invitation).
- Funding Source – The event is financially supported with non-university funds in its entirety.
- Partnership & Space Access – the organizing entity wished to use any university facility.
- Insurance needed for all events. (Insurance Requirements outlined in the Hospitality & Event Services Contract).

V. Procedures

Hospitality & Event Services maintains and has available the current rate sheet.

The University Space Use Policy ensures that the University space is fairly managed. Departments and student groups may not book space on behalf of a non-university group for the purpose of providing them with the Internal or Affiliated rate.

Maintaining the Affiliated Rate – In order to receive this rate, the event and its organizers must meet the following criteria:

- 1.) A UMass Lowell representative must request the space and identify who the partnering organizations are and who the audience will be.
- 2.) A UMass Lowell representative must serve as the primary contact/planner for all event-related details and have a UMass Lowell representative at the event.
- 3.) The UMass Lowell department/center which will be billed for all space/resources via its UMass Lowell department budget must be identified.

Discounts for external events – external events will be granted discounts based on the following criteria:

- 1.) Not-for-profit Discount (20% discount): Not-for-profit 501c3 organizations will receive a 20% discount off the Standard Rate.
- 2.) Employee/Alumni Discount (15% discount): Employees/Alumni hosting a personal event (Wedding, family reunion, private reception, etc.) will receive a 15% discount.

VI. Responsibility

The department of Hospitality & Event Services maintains the supervision of all campus spaces.

VII. Attachments

None

VIII. Related Policies, Procedures and Announcements

Rate Sheet: Residence Hall Rates
Rate Sheet: Campus Spaces
Alcohol Policy, SA-7-110

Effective As Of:	August 28, 2014
Review / Revised Period:	February 2018
Next Review Period:	February 2019