Suburban Campuses Room Rental Charge Policies

General
Room scheduling and a completed internal space reservation form must be executed by the faculty or staff member
** University sponsored events must also be approved by the Division’s Dean or Designee.

Any department or administrative unit sponsoring an event with an external organization is responsible for providing an internal liaison to handle special needs for the event. The Office of Suburban Campuses Meeting and Events Services will assist in any event planning needs with the internal liaison.

All events providing food must notify the Suburban Campuses Meeting and Event Services Office regarding the name of the caterer. The caterer selected must provide a Certificate of Insurance to the Suburban Campuses Meeting and Event Services Office.

Planned events that are in competition/conflict with a DePaul University program or courses are prohibited.

Billing (if charges are applicable)
A chart field number, a deposit, or agreed to payment arrangements that are written and signed are required to process reservations with billable charges.

Fee Guidelines
DePaul University student organizations, academic and staff departments may use meeting facilities at the Suburban Campuses for no room rental charge, when all attendees are members of DePaul University students, faculty, or staff. Internal and external clients may be required to pay for additional equipment, staff expenses, and building extension charges.

- In addition to room charges, other fees may include any or all of the following:
  Audio/Visual equipment and staffing, set up/teardown, food and beverage, rental fees, security, and building hour extension fees.
- Any program at which non-DePaul participants are in attendance is subject to room rental charges.

Rates
Rental rates are set by the Director of Suburban Campuses and approved by the Vice President for Facility Operations. SPACE will not be given in exchange for services or other in-kind donations.
Room Rental Charge Policies

DePaul University Suburban Campuses defines organizations in three types as follows for purposes of determining room rental charges:

- **Recognized Student Organizations**: Any student group formally recognized by the Office of Student Involvement, Student Government Association, the Vice President for Facility Operations and the Vice President for Student Affairs.

- **University Departments and Administrative Units**: DePaul University faculty and staff organizations and administrative units (i.e. departments, centers, schools, committees, colleges and divisions) which regularly receive university appropriated funding.

- **External Groups**: Groups outside the University (who do not receive appropriated funds) whose functions or activities does or does not involve affiliation with a University department or unit, are sponsored by the respective department, and utilize University resources and services.

1. Group A – Recognized Student Organizations
   
   A. **No Charge**:
      1) For meetings or programs attended by the DePaul community in conducting the business or mission of the organization.

   B. **External Rates**:
      1) Will apply when sponsoring a regional chapter of their organization, which relates directly to the purpose or mission of the student organization.

   C. **External Groups**:
      1) Does not apply

2. Group B – University Departments and Administrative Units

   A. **No Charge**:
      1) For meetings or programs open only to DePaul students, faculty, and/or staff in conducting the business of the University.

   B. **Affiliate Rates**:
      1) Will apply to departments and administrative units sponsoring workshops, conferences, symposia, seminars, or programs, where the content or program is related to the mission of the sponsor and external guests are invited/attend. Event space will be charged at 75% of the external rate when there is full participation in planning by the sponsoring department.

      2) Will apply to department and administrative units reserving space for external organizations offering workshops, conferences, symposia, seminars, events or programs where the content or program is related to the mission of the sponsor and external guests are invited/attend, where there is no sponsorship by the department. Event space will be charged at 100% of the external rate.

      3) **Note**: Sponsorship is not allowed if the content or program is not related to the mission of the sponsoring group.
3. Group C- Alumni
   A. **No Charge**: Not applicable.
   B. **Affiliate Rates**: Will apply to alumni reserving space for external organizations offering workshops, conferences, symposia, seminars, events or programs, where there is no sponsorship by the department whether admission is or is not charged. Event space will be charged at 75% of the external rate.
   C. **External Rates**: Will apply to groups that request space regardless of whether they charge or not for an event, workshop, conference, symposia, seminar, or program.

4. Group C – External Groups
   A. **No Charge**: Not applicable.
   B. **Affiliate Rates**: Will apply to alumni reserving space for private events. Event space will be charged at 75% of the external rate.
   C. **External Rates**: Will apply to groups that request space regardless of whether they charge or not for an event, workshop, conference, symposia, seminar, or program.
   D. All other DePaul University polices apply.

4. Sponsorship Definition
   The sponsoring University organization vouches for or assumes responsibility for the action of the organization that they are sponsoring. This includes:
   A. **Financial responsibility** - The sponsoring organization is liable for all expenses billed to the organization using DePaul University spaces whether these expenses result from routine use and fees or from extraordinary circumstances or damage to DePaul facilities. The sponsor must provide a chartfield for billing.
   B. **Program content responsibility** - Programs should be in line with the educational mission of DePaul University and should benefit DePaul students and the University community.
   C. **Event Planning and Production responsibility** - The sponsoring University organization must assist with and take an active role in planning the event with the sponsored organization. This includes assuring that:
      - Reservation deadlines are met in a timely manner.
      - DePaul University Suburban Campus facilities usage policies are adhered to (including those relating to fire and safety regulations regarding room capacities and set up).
      - Food and beverage policies are adhered to.
      - Adequate staff from both the sponsored and sponsoring University organization is on hand to supervise the event production.
      - Time restrictions are enforced.
5. Letter of Sponsorship
A student organization or University department wishing to sponsor a non-University group must submit, in writing, a letter or email of sponsorship to the Suburban Campuses administrative offices, signed by the president of the sponsoring organization or by the department head. No reservation can be taken until this process is completed.

### Room Rental Charge Chart

<table>
<thead>
<tr>
<th></th>
<th>Student Organization using space</th>
<th>Univ. Dept. or Admin Unit w/ no external org or attendees using space</th>
<th>Univ. Dept. or Admin Unit w/ external org or attendees using space</th>
<th>External client using space</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Organization</td>
<td>No Charge</td>
<td>No Charge</td>
<td>75% of room rental rate</td>
<td>Does Not Apply</td>
</tr>
<tr>
<td>reserving space</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>University Department</td>
<td></td>
<td></td>
<td>75% of room rental rate w/ sponsorship</td>
<td>Standard room rental rate w/o sponsorship</td>
</tr>
<tr>
<td>Or Administrative Unit</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>reserving space</td>
<td></td>
<td>No Charge</td>
<td>Standard room rental rate</td>
<td>Standard room rental rate w/o sponsorship</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>75% of room rental rate w/ sponsorship</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Does Not Apply</td>
<td>Does Not Apply</td>
<td>75% of room rental rate w/ sponsorship</td>
<td>Alumni reserving space for private events. 75% of room rental rate</td>
</tr>
</tbody>
</table>