



1.5.009 Event Room and Resource Scheduling

Effective date:	December 1, 2018 as “Room Reservations and Scheduling Software”
Revision date:	October 16, 2025
Approvals:	VP of Campus Infrastructure
Responsible Office:	Facilities
Policy Contact:	Information Technology

I. PURPOSE and SCOPE

The purpose of this policy is to provide users with clear guidance on the appropriate ways to request and use MSOE facilities for on-campus events. This policy applies to the use of MSOE facilities by all users. This policy applies to all MSOE facilities including MSOE buildings, athletic facilities, grounds, parking lots, and other MSOE properties.

The primary objective of the use of all facilities at MSOE is to support the educational mission of the institution. Priority for all facility use is given to academic classes as scheduled by the Registrar, as well as department-sponsored events, and officially recognized activities for MSOE students.

II. RELATED POLICIES

Facilities Use Agreement, Catering and Food Service; Parking-Employees and Visitors; Physical Access, Student Organization Handbook; Anti-Harassment and Anti-Discrimination Policy

III. DEFINITIONS

Primary Event is either: a) an academic class scheduled and approved by the Registrar or b) an event supporting MSOE’s mission and held by an internal, officially recognized MSOE division, department, or registered student organization. Academic class scheduling takes priority over all events.

Registered Student Organization means a student organization that has been registered with the Campus Life department.

External Group: Any group, organization, person, or program that is not a current member of an internal, officially recognized MSOE division, department, or registered student organization. External Groups include alumni, employees planning personal or community events, former employees, and all other outside organizations. A University division, department, or recognized student organization is considered an External Group if it is requesting the use of a University facility on behalf of or for the use by any group, organization, person, or program that is not a current member of an internal, officially

recognized MSOE division, department, or registered student organization. Student groups or organizations that are not Recognized Student Organizations are considered External Groups for purposes of this Policy.

IV. POLICY STATEMENT

1. Primary Events

All requests for rooms and resources for primary events must be entered for approval review in MSOE's Room Reservation System.

2. External Group Events

External groups request use of MSOE rooms and resources by completing and submitting a Facilities Use Agreement form in a timely way. Such requests will be approved only if the external group is a partner organization with MSOE and the subject matter of the meeting is deemed of interest to the MSOE community, and the usage will not conflict with any purpose or policy of the university. MSOE may decline any request accordingly.

- a. MSOE requires proof of liability insurance for all external group events.
- b. Each group or organization must designate a representative who will consult with full-time MSOE staff in advance of the event and be responsible for:
 - i. Completing and submitting a Facility Use Agreement
 - ii. Providing MSOE with proof of liability insurance
 - iii. Providing MSOE all event resource requirements

3. Facility Use Fees

Facility usage fees for MSOE facilities vary by the specific facility being used. Primary events will not generally be charged a facility usage fee but may be responsible for other costs associated with the event, as determined by the University in its sole discretion. External group events using University facilities will be charged a facility usage fee depending on the type or nature of the event and/or the facility being used. Additionally, depending on the specific facility, a deposit may be required. External group events will also be responsible for all other costs associated with the event, including, but not limited to, security, audio-visual services, catering, custodial services, and technical equipment.

External Group Event Fee Schedule *

Building/Location Name	Deposit	Set-up Fee**	Cleaning Fee	Room Fee (under 4 hours)	Room Fee (over 4 hours)
Alumni Partnership Center	\$100	Variable	\$100	\$200	\$400
Campus Center Events Room	\$250	Variable	\$100	\$200	\$400
Grohmann Museum	\$250	Variable	\$100	Variable	Variable
Classrooms	N/A	Variable	Variable	\$25/hr	\$25/hr
<u>Diercks Hall</u>					
*Classrooms	\$250	Variable	Variable	\$100/hr	\$100/hr
*Auditorium	\$250	Variable	Variable	\$250/hr	\$250/hr
*Atrium	\$250	Variable	Variable	\$250/hr	\$250/hr
*Patio	\$250	Variable	Variable	\$250/hr	\$250/hr
*First floor (all)	\$500	Variable	Variable	\$750/hr	\$750/hr

*Fees for other MSOE buildings will be provided upon request.

**Set up fee is based on resource requirements.

4. Damages

All users of MSOE facilities shall be fully responsible for any damage, loss, or destruction of University property that occurs as a result of an event, ordinary wear and tear excepted.

Requirements for All Events

1. When minors will be present, the event requestor must provide MSOE with a written plan on how minors will be supervised. Depending on the circumstances, the requestor may be asked to supply additional information, such as permission letters from parents/guardians, medical and insurance information, etc.
Thirty-days' advance notice prior to the event is required for events with minors present.
2. All events must comply with MSOE's Catering and Food Service policy and any other applicable policies.
3. For all events, parking is not included. With a minimum of 30-days' advance notice prior to the event, requests for on-campus event parking may be submitted to MSOE's Public

Safety Department. Requests are subject to limited availability and fees.

4. Requests for the use of audio-visual equipment, musical equipment, particular electrical needs, other equipment and/or to re-configure furniture must be stated completely either in the Room Reservation System or on the Facility Use Agreement form. Resource requests are reviewed and may be approved or denied by the relevant MSOE resource department. All rental furnishings must be pre-approved by the relevant MSOE resource department. Rental fees for pre-approved furnishings shall be paid directly by the user after approval is granted. Facility users shall not move any furniture or equipment without prior approval from the relevant MSOE resource department. A setup fee will be charged.
5. No amplifiers, band equipment, heavy equipment or displays that could cause damage to MSOE facilities may be brought in or used in MSOE facilities.
6. To ensure the facility is made ready for its next scheduled use, MSOE staff may tear down and clean up after the event daily. A cleaning fee will be charged.
7. Campus facilities will not be used for any wedding, birthday, anniversary or other such unrelated non-university celebratory events or parties and other events deemed inappropriate by university personnel.
8. Event requestors are responsible for damage done to any MSOE equipment or furnishings and will be charged for any such cost of repair or replacement by MSOE including forfeit of the damage deposit.
9. No group using MSOE facilities for any event shall discriminate on the basis of race, ethnicity, color, creed, religion, sex (including pregnancy and pregnancy-related disabilities), age, national origin/ancestry, arrest record, conviction record, physical or mental disability, military and veteran status, sexual orientation, gender characteristics, marital status, hairstyle, or any other characteristic protected by local, state, or federal law ("Protected Characteristics").
10. MSOE facilities may not be used as a broad platform for personal, political, or religious displays or statements. Permission given to any individual or group to use any MSOE facilities does not imply endorsement, sponsorship, or support by the University of the views, opinions, programs, or activities of the users, speakers, presenters, or organizers.
11. No signage or promotional displays related to events may be affixed to any MSOE building. All signage and promotional displays related to events must be approved in advance as part of the event registration. All student groups must additionally receive approval for any signage or promotional displays in advance from the university department it most closely works with or reports to. All non-student External Groups must receive approval from the MSOE Marketing Department for signage or promotional displays. All signage or promotional displays related to an event must identify the individual/group responsible for the signage/promotional display and must be removed within two hours of the conclusion of the event.

Non-Compliance

Violations of this policy will be treated like other allegations of wrongdoing at MSOE. Allegations of misconduct will be adjudicated according to established procedures. Sanctions for non-compliance may include, but are not limited to, one or more of the following:

1. Prohibited from requesting rooms for events;
2. Disciplinary action according to applicable MSOE policies;
3. Termination of employment, contract or enrollment; and/or
4. Legal action according to applicable laws and contractual agreements.

Agreement

Each time the MSOE Room Reservations System is accessed, the user agrees to be bound by the Policy and any additional terms that apply. The user agrees to accept notice of posting the new terms via the MSOE site on which accessed these terms were accessed. By using this Site, you will be deemed to have irrevocably agreed to these Terms.

V. APPENDICES

None

VI. ASSOCIATED LEGISLATION/REGULATIONS/ACCREDITATION STANDARD

Higher Learning Commission Core Component 4.B

This section to be completed by the Records Manager

Due date for review

2027

Public Location

MSOE Policy Library

Version History

- **2025, October 16:** Significantly rewritten and renamed to “Event Room and Resource Scheduling.”
- **2022, December 5:** Removed Todd Wehr Auditorium and multi-purpose room.
- **2019, October 25:** Added information for Diercks Hall
- **2018, December 1:** Initial approval of document that combines previous policies as “Room Reservations and Scheduling Software.”
- **No Date:** Initial approval of “Alumni Partnership Center Use”
- **No Date:** Initial approval of “Todd Wehr Conference Center and Todd Wehr Auditorium Use”
- **No Date:** Initial approval of “Grohman Museum Use”
- **1990, December 4 (Dr. Frank Cannon):** Initial approval as “Utilization of Campus Facilities by Outside Groups”

Records Manager

Assistant VP of Curriculum & Knowledge Management