



# Policy Title: Events & Conference Services Campus Space Licensing and Usage

---

**Policy #:** TBD

**Authority:** University President

**Original Issue Date:** Unknown

**Review Date:** 11/16/2023

**Replacing:** Policy dated 7/2018

**Responsible office (s):** Manager, Events & Conference Services

---

**Authority for Policy:** Coppin State University, through the Chancellor and the Board of Regents, has delegated authority to University presidents to establish policies and procedures for the efficient and orderly administration of the University consistent with the values and guidelines of the University of Maryland Systems.

**Summary:** The Office of Events and Conference Services (ECS) is a Division within the Office of Business Services. ECS is responsible for approving and scheduling events and coordinating with campus partners to provide equipment, resources, and staffing for events on the Coppin State University (“Coppin” or “University”) campus. ECS is also the sole CSU entity authorized to coordinate use of campus space for external entities and persons, alumni, affiliates, and employees (referred to as the client) hosting personal events on campus. This document is a body of policies designed to facilitate the mission of the *Office of Events and Conference Services (ECS)* and its role at Coppin State University.

**Scope:** This policy applies to all external clients, university departments, alumni, employees, and students, regardless of location or function. This policy does not affect classroom assignments, a function that is overseen by the Office of Records & Registration.

**Reason:** To support the University by generating revenue through the rental of university space, providing event planning services to external clients, and supporting departments and student organizations hosting events in University spaces. We do this by the following:

1. Centralize the process for scheduling spaces throughout the campus.
2. Maintain and enforce consistent scheduling policies, priorities, and procedures.
3. Maintain and enforce contracts for rental spaces.
4. Increase campus awareness of campus events.
5. Provide a designated liaison to the external clients for scheduling programs and events.
6. Increase the use of campus spaces, thus providing additional revenue to the University.
7. Serve as the lead in coordinating other campus services for events, including security, housekeeping, parking and transportation, audiovisual, production, IT, catering, and other essential support services.

**Policy #:**

**Policy Details**

**CATEGORIES OF EVENTS**

Events and Conference Services distinguishes events into three categories. These categories determine the method of requesting space, processing requests, specific requirements, and costs.

A University Event is defined as an event for a Coppin State University department or student group (recognized by the SGA) where the charges are applied to a CSU PeopleSoft Account. This would include events hosted by university departments or student groups, if their target audience is, at least partially, the Coppin State campus community. University events must be submitted on a *Department/Staff Event Request Form* or *Student Event Request Form* found on the ECS website. University events are conducted at cost, meaning no rental space is charged. Other costs may apply (e.g., housekeeping, security, AV, etc.) and are the responsibility of the host department or student group. Any such expenses will be charged to the department or student group's CSU PeopleSoft Account. Account billing information must be provided to ECS to proceed with an event.

An Affiliated Event is defined as any of the following:

- External organization's event coordinated with a CSU Department or SGA-recognized student group.
- State of Maryland Agencies
- Baltimore City Agencies
- USM Institution
- Charitable community organizations
- University professional associations
- Non-profit/not-for-profit organizations
- CSU alumni and employee events for individual/personal use

Affiliated Events will require a *Facility Use Agreement (FUA)*. Affiliated Groups may be eligible for a 50% reduction in space rental only. Other expenses (AV, parking, OIT, security, housekeeping, etc.) are not discounted, and the affiliate will be responsible for the full cost.

An External Event is defined as a non-university organization hosting an event on campus for any other purpose not listed above. These events must be organized through ECS and will require a FUA and a certificate of insurance. ECS will advise clients about what support is required based on the needs of the event.

**NOTE:**

- Events funded by a non-Coppin entity are not considered university events. Depending on other factors, it is either an affiliated event or an external event.
- For an event to be considered a university-hosted event, a member of the sponsoring university's academic or administrative unit must be:
  - A) Designated as the *university host*
  - B) Involved in planning the event/program
  - C) Attend the event and ensure that it is conducted in accordance with university policies, including proper use of space.

## REQUESTING USE OF UNIVERSITY SPACES

### UNIVERSITY EVENTS

#### STUDENT GROUPS EVENT REQUEST PROCEDURE

- 1) Complete the Student Event Request Form
  - 2) Have the form signed by an Advisor and submit it to the Office of Student Activities staff.
  - 3) Student Activities staff will submit the form to ECS by emailing it to [eventservices@coppin.edu](mailto:eventservices@coppin.edu).
  - 4) ECS will process the request.
  - 5) ECS will contact the student with approval, adjustment, or denial.
- Requests must be submitted to the Office of Student Activities at least 2 weeks in advance.
  - Any set-up requests other than standard may incur labor costs and be the responsibility of the student group.
  - All non-standard set-up requests require a floor plan; floor plans should be submitted to ECS for approval no less than 5 days prior to the event. ECS has the right to deny any non-standard set-up request.
  - All food served or distributed at student events must be provided by Thompson Hospitality.
  - Large events (estimated attendance of 100 or more) or events that include food and taking place after 7:00 pm Monday – Friday or anytime Saturday/Sunday will require additional housekeeping service at an additional cost.
  - All events where money will be collected must be approved by the Coppin State Police Department/Office of Public Safety. Any security cost is the responsibility of the student group.
  - Some events may require additional services that will be the financial responsibility of the sponsoring club/organization unless otherwise noted. If costs are required for your event, funds must be secured by ECS no less than 3 business days prior to the event. Failure to do so may result in event cancellation.

#### DEPARTMENT/STAFF REQUESTS PROCEDURE

- 1) Complete the *department/staff event request form*.
  - 2) Return the form via email to [eventservices@coppin.edu](mailto:eventservices@coppin.edu)
  - 3) ECS will process the request and contact the department with approval, adjustment, or denial.
- Requests must be submitted to ECS at least 2 weeks in advance.
  - Any set-up requests other than standard may incur labor costs and be the responsibility of the department.
  - All non-standard set-up requests require a floor plan; floor plans should be submitted to ECS for approval no less than 5 days prior to the event. ECS has the right to deny any non-standard set-up request.
  - All food served or distributed at events must be provided by Thompson Hospitality.
  - Large events (estimated attendance of 100 or more) or events that include food and taking place after 7:00 pm Monday – Friday or anytime Saturday/Sunday will require additional housekeeping service at an additional cost.

**Policy #:**

- All events where money will be collected must be approved by Coppin State Police Department/Office of Public Safety. Any security cost is the responsibility of the department.
- Some events may require additional services that will be the financial responsibility of the department unless otherwise noted. If costs are required for your event, funds must be secured by ECS no less than 3 business days prior to the event.

### AFFILIATED and EXTERNAL EVENTS

The process for requesting space for Affiliated Events and External Events is the same.

- Complete a *CSU rental application form for non-university events*, available on our website, and return it to [eventservices@Coppin.edu](mailto:eventservices@Coppin.edu).
- Allow 5 business days for processing and follow-up by an ECS team member.
- A reservation hold and event cost estimate will be provided for approved events, followed by a *facilities use agreement (FUA)*. A signed FUA must be returned to maintain the reservation hold.
- The client-signed FUA will be submitted to CSU administration/cabinet for counter signature. Once the FUA is counter-signed, the confirmation and fully executed document will be sent to the client.
- A non-refundable 25% deposit of the licensing fee must be received by the date designated in the FUA. All deposits will be credited to the final invoice total. Payment must be made via credit card, wire transfer, or certified check drawn to Coppin State University.
- Full payment must be received on or before 4:00 p.m., thirty (30) working days in advance of the initial date the facility is used.
- At least thirty (30) days prior to the date the event, client must provide a certificate of insurance showing CSU as additional insured for the dates of the rental.

### APPROVAL/DENIAL OF REQUESTS FOR USE OF UNIVERSITY SPACES

Generally, ECS will authorize requests for use of university spaces based on factors including, but not limited to:

- 1) Availability of space
- 2) Date request is received
- 3) Space use based on priority
- 4) Appropriateness and general feasibility of space for use specified
- 5) Potential conflict with other activities
- 6) Fulfillment of necessary requirements, e.g., payment of fees, proof of insurance, FUA, etc.
- 7) Availability of requested items and equipment (chairs, table, audio-visual, etc.)
- 8) Availability of staff to set up, break down, or work the event

**Note:** Clients of Coppin State University spaces are subject to the bylaws, policies, and procedures of the University System of Maryland, the laws of the State of Maryland, Federal statutes and rules and regulations issued pursuant thereto. Violation of such laws, rules, and regulations may subject an offending party to civil and/or criminal liability. Further, any person who enters into a contract on behalf of the State of Maryland or Coppin State University for the use of spaces without specific contractual authority could be held personally liable for such contract.

**Policy #:**

Notwithstanding these guidelines for the use of spaces, the governing authorities of the University reserve the right to deny the use of any space for any reason deemed necessary to comply with applicable law or otherwise to promote or protect the University.

**RESPONSIBILITIES OF THE CLIENT**

The Client shall:

- Follow all provisions outlined in this document and adhere to all details listed in the FUA. Failure to comply with provisions may jeopardize future privileges.
- Adhere to the allotted time outlined on FUA. A client is permitted access to the premises only during the hours specified and approved on the FUA. There is an allotted time of two hours for set-up and one hour for break-down on the day of the event. CSU is not responsible for items left after the event.
- Receive authorization from the ECS prior to bringing external vendors on campus.
- Designate an individual to serve as the main point of contact who will be present at the event and will assume responsibility for adherence to university regulations.
- Use the space only for the purpose stated in the FUA and for a purpose that is not unlawful or in violation of federal, state, or municipal ordinance of law or university policy. CSU has the right to terminate any event using the facilities for purposes other than those listed on the FUA.
- Notify ECS at [EventServices@Coppin.edu](mailto:EventServices@Coppin.edu) or (410) 951-3571 of intention to cancel. Events requiring additional personnel must be canceled at least 72 hours prior to the scheduled event to avoid financial penalties.
- Agree to solely contact Thompson Hospitality at [coppincatering@thompsonhospitality.com](mailto:coppincatering@thompsonhospitality.com) or (410)-951-1229 for all catering needs. The client is prohibited from bringing food or beverages to the University campus and from hiring other parties to do so without the consent of Thompson Hospitality.
- Adhere to the university's alcohol policies and procedures listed in this document.
- Be responsible for any damage to university-owned property as outlined in the FUA.
- Be responsible for providing emergency treatment or first-aid for any injuries and/or illnesses that befall Client's employees, officers, volunteers, invitees, contractors, agents, or representatives while the aforementioned are on the CSU premises.
- Adhere to and follow guidelines governing the appropriate occupancy (seating/standing) capacity as posted on campus.
- Refrain from using any décor, and/or lighting techniques without prior approval of ECS. Prohibited items include, but are not limited to, candles, sky lanterns, fireworks, incense, torches and oil lamps, confetti, rice, glitter, and balloons (as posted). No form of signage or decorations may be taped, nailed, or fastened in any manner to walls, doorways, floors, windows or ceilings. All decorations must be freestanding and must be removed in its entirety from the premises at the end of the event.
- Follow university policy regarding the display and distribution of promotional literature on campus grounds and/or bulletin boards. This action is prohibited unless space has been approved through a written notification from the ECS. The client is prohibited from displaying items that the University, in its sole and absolute discretion, determines to be vulgar or offensive.
- Agree that furniture cannot be removed from buildings for outdoor use.
- Agree not to transfer their reservation to another Client.
- Refrain from smoking or vaping on the university campus, using or possessing illegal drugs and or firearms, and explosives.

**Policy #:**

- Refrain from bringing animals on campus except authorized service animals.

If the client fails to comply with any of the above or neglects to exercise appropriate care and control of the event, the cost of any damages or other additional costs incurred, including additional personnel costs, shall be the responsibility of the space client or, if applicable, the unit or group that the space client represents.

In compliance with fire and safety codes, hallways and stairwells must be free and clear of unauthorized items. An unauthorized item is defined as anything that is not a permanent fixture, such as a trash receptacle. Easels, display boards, or other items should not be stored in hallways and stairwells. Pathways and entryways to buildings must be kept clear and accessible.

Music must be kept to a minimum not to disturb the campus and surrounding community. An event cannot limit, restrict, disrupt, or in any way inhibit the normal instructional and noncredit programs or activities of the University.

Coppin Police should be contacted immediately at 410-951-3900 in the event of an accident or emergency. **Note:** Campus Police have the authority to terminate an event if the space client does not comply with the FUA and outlined policies and procedures.

CSU offers digital printing, copying, postal, and graphic design services in Mail and Print Services located in the Physical Education Complex. You can contact them directly for information at 410-951-3750 or [afmailservices@coppin.edu](mailto:afmailservices@coppin.edu).

## **CANCELLATIONS**

### UNIVERSITY EVENTS

If your event is canceled for any reason, please notify ECS by email immediately. Events that require catering (please check with Thompson Hospitality's policies on cancellations), audio-visual equipment or additional personnel (housekeeping, event staff, and campus police) must be canceled within 72-hours of the scheduled event or fees will be applied. In the event the campus is closed on the day of your event due to inclement weather or university closing, the Client will be granted the choice of rescheduling another date to hold your event.

### AFFILIATED AND EXTERNAL EVENTS

Note the contract terms. Sample Contract (FUA) is available in the Appendix of this document.

## **CAMP/YOUTH PROGRAM INVOLVING MINORS**

Coppin State University, and the greater university community, are committed to protecting the safety and welfare of minors (children) who come into contact with the University community.

If the program for which University space or property is to be used is considered a Youth Camp by the State of Maryland Department of Mental Hygiene (DHMH), the client is required to comply with DHMH regulations and certification requirements for Youth Camps. Further, the client must provide the University with a copy of its Camp Certification from DHMH, or a letter from DHMH indicating that its camp is in the process and is permitted to operate a Youth Camp (for the period of time of the use), by ten (10) days prior to the scheduled start of the camp or program. If the client fails to furnish the

**Policy #:**

required certificate, the University reserves the right to cancel the use of the Licensed Space, and the client will be responsible for payment of all cancellation charges.

If the program will involve minors but is not considered a Youth Camp by DHMH, the University requires that the program meet the minimum standards explained below. The University reserves the right to cancel the client's use of university space or property for failure to comply with the minimum standards explained below, and the client will be responsible for payment of all cancellation charges.

- All staff and volunteers are to be cleared within the six-month period preceding the Youth Camp or program through a federal and State fingerprint-based criminal history records check (using the Criminal Justice Information System Central Repository process set forth in Md. Code Annotated, Family Law Article, Sections 5-560 through 5-569 and COMAR 12.15.02) before staff or volunteers have any access (whether supervised or not) to minor campers/program participants.
- Regardless of whether a staff member or volunteer is staying in university housing, camps/programs hosting children under the age of 18 must not utilize in a paid or volunteer capacity anyone who is a convicted felon and/or has been convicted of any crime, attempted crime, or a criminal offense that is equivalent to them, as follows: any violent crime, crime of child abuse or neglect, or sex offense; any crime listed in Md. Code Ann., Education Article, Section 6-113; and/or any crime listed in COMAR 12.15.02.07B. In addition, contractors shall not utilize the services of anyone who is otherwise found to be dishonest, dangerous, or unqualified to perform any services in connection with any program involving minors or use of space herein.
- All camps/programs will include in their staff and volunteer training the ability to recognize the signs of child abuse and the procedures under Maryland law, the camp/program, the University System of Maryland, and the university, for reporting incidents.

Regardless of whether the client is operating a Youth Camp or a camp/program involving minors that is not designated by DHMH as a Youth Camp, the client and its staff and volunteers are obligated to comply with Maryland law requirements governing the reporting of child abuse or neglect. See Maryland Code Annotated, Family Law Article, Sections 5-701 through 5-708. In addition, the client and its staff and volunteers shall be obligated to comply with University System of Maryland Board of Regents VI-1.50 – Policy on the Reporting of Suspected Child Abuse & Neglect (<http://www.usmd.edu/regents/bylaws/SectionVI/>).

## **MARKETING TABLES**

### UNIVERSITY EVENTS (DEPARTMENTS & STUDENT GROUPS)

Marketing tables are used for the sale or distribution of products, services, or information in lobbies, hallways, quads, and sidewalks. The following are applicable procedures and policies that apply to this type of event.

- The request for space for Marketing Tables must be made to Events and Conference Services. Marketing tables are provided from 9:00 a.m. to 4:30 p.m. to any University Department/Program or Student Organization of CSU at no additional fee.
- Approval must be granted by the Manager of ECS prior to usage.

**Policy #:**

- Marketing table reservations are limited to two (2) tables per organization per day with up to two (2) chairs per table. Additional equipment may be reserved through Events and Conference Services; fees may apply.
- No alcohol, drugs, tobacco or firearms may be given out or promoted at Marketing Tables.

Requests for space from credit card vendors, either as individuals or as co-sponsorships, will not be granted.

- Amplified sound is permitted at a reasonable level but must not interfere with the daily operations of campus or with the teaching and learning process of the University.
- Marketing tables must be staffed by members of the group for the entirety of the reservation. Marketing tables left unattended will have the materials and tables removed.
- Posting of materials is allowed on the table only.
- Marketing tables must not obstruct normal foot traffic. Clients of the Marketing Table must remain within the area reserved. Passers-by must approach the table of their own free will.
- Marketing table reservations are limited to lobbies in Talon Center, Tawes, STC, HHSB, and COB, designated sidewalks, and quads.
- Failure to abide by the guidelines may result in the removal of materials, event shut down, and/or ineligibility for future marketing table reservations.

**AFFILIATED AND EXTERNAL EVENTS**

In addition to all policies in place for Marketing Tables for Internal Clients, External Clients must adhere to the following guidelines:

- Follow terms of signed contract. No marketing may take place prior to signed contract.
- Insurance is required for all external marketing tables represented on campus. Non-university organizations must provide a certificate of insurance as required by the Facility Use Agreement. Coppin State University must be named additional insured at a minimum of one million dollars (\$1,000,000) per occurrence. A certificate of insurance must be presented to the Office of Events and Conference Services at least five (5) business days prior to the use of the marketing table or the reservation will be canceled.
- Organizations selling merchandise or services must provide a valid copy of a business license issued in the name of the reserving organization.



**Policy #:**

## **SERVICES**

### ROOM SET-UPS

#### UNIVERSITY EVENTS

Floor plans and *Event Setup Request Form* are **required** and must be sent to ECS within two weeks of the event. Room set-up requests that are received after ten (10) business days may not be honored. Any additional requests on the day of the event are at the sole discretion of ECS and may not be honored.

Requests for non-standard set-up: If you require a special set-up, notify your ECS team member or designee immediately. If special requests are approved, a set-up form and floor plan must be submitted to ECS no less than 3 business days before your event. University representatives are free to alter the set-ups of rooms themselves as they see fit, as long as the room is returned to its original layout at the end of the event. Failure to do so may result in a resetting labor fee.

#### AFFILIATED AND EXTERNAL EVENTS

Affiliated and External Event room set-ups will be coordinated through the ECS Event Coordinator assigned to the event. ECS Event Coordinators will act as the liaison between the space client and Facilities Management to ensure set-up of the room meets the standards expected by the space client, and/or outlined in the contract. Room set-up fees will be administered as part of the contracted costs. ECS Event Coordinators are expected to use the online reservation system to ensure room availability and the room capacity chart to ensure the event space is suitable for the event.

## **AUDIO-VISUAL EQUIPMENT AND TECHNICAL SUPPORT**

Audio-visual equipment is maintained and operated by the Office of Information Technology and coordinated by ECS. There are limitations in equipment, staffing, and availability.

### UNIVERSITY EVENTS

Audio-visual equipment and staffing for university events are available free of charge Monday through Friday, 9:00 AM - 5:00 PM. If equipment needs to be rented or if staffing is required outside of regular business hours, additional costs will apply. Costs will be presented to you by your ECS event designee and must be signed and completed by the event sponsor prior to services being rendered. It is vital to submit audio-visual requests with your event request form enabling your ECS event designee to arrange audio-visual set-up. It is the responsibility of the event sponsor to ensure arrangements are made. Questions about potential service, please call the ECS office at x3571 or e-mail the office at [eventservices@coppin.edu](mailto:eventservices@coppin.edu)

### AFFILIATED/EXTERNAL EVENTS

Affiliated and external event audio-visual requests will be coordinated through the ECS event team member assigned to the event. ECS event team members will act as the liaison between the client and the audio-visual team to ensure contract obligations are met. Audio-visual fees will be administered as part of the contracted costs. Rates and available services can be found in the Appendix of this document for your reference.

**Policy #:**

## **HOUSEKEEPING**

HES Housekeeping has a general services contract with the University. However, any work considered out of the scope of general coverage is a billable service, which includes event coverage. HES housekeeping billable services may be required.

Costs for events with billable housekeeping service are based on the location of the event as follows:

- PEC Arena - \$673.00 per day
- Conference spaces - \$207.00 per day
- Classrooms - \$65 per day

## **CATERED FOOD SERVICES**

Thompson Hospitality has an exclusive food service contract with CSU and oversees and manages all of the University's food service needs. All on-campus food service requests should be directed to Thompson Hospitality at [CoppinCatering@ThompsonHospitality.com](mailto:CoppinCatering@ThompsonHospitality.com)

## **ALCOHOL POLICY**

Please contact our catering team at (410) 951-1229 to discuss serving alcohol at your event. Below is a summary of policies and procedures when serving alcohol.

- The purchase, possession, transportation, storage, and consumption of alcoholic beverages on the University campus is permitted only in accordance with Maryland State and Baltimore City laws/regulations and University policy.
- Possession and consumption of alcoholic beverages by persons who are under 21 years of age is prohibited.
- Serving alcoholic beverages to a person less than 21 years of age is prohibited.
- It is unlawful for a person under 21 years of age to falsely represent him or herself to be 21 years of age to obtain alcohol.
- Aiding a minor to procure alcohol is prohibited.
- It is prohibited to serve or make alcohol available to anyone who is intoxicated.
- Alcoholic beverages must be served by Thompson Hospitality or a bartending service that has been vetted by ECS.
- The serving of alcoholic beverages must comply with all applicable laws and regulations in addition to the University policies.
- All organizations and/or persons serving alcoholic beverages are required to check the IDs of anyone being served.
- All events must have written approval from the Chief of CSU Police to serve alcohol.

**Policy #:**

**OFFICE OF PUBLIC SAFETY/CAMPUS POLICE**

The Coppin State University is staffed 24 hours a day by sworn police officers certified by the Maryland Police Corrections Training Commission. CSU police have jurisdiction over the entire campus and authorization to determine security needs and implement changes as deemed necessary. The Chief of Police has sole discretion in determining the security needs for each event. If it is determined that the proposed activity warrants additional security resources, this will be at the client's expense. The client must agree with the recommendation, which may include CSU Police Officers and outside law enforcement agents. The client may also request security resources.

**PARKING AND TRANSPORTATION SERVICES**

Parking and Transportation Services oversees the use of all the parking lots and transportation on campus. If you have any specific questions about what can be offered, please reach out to PTS directly at [parking@coppin.edu](mailto:parking@coppin.edu) or 410-951-3556.

Parking permits are required on campus. If you anticipate external guests to attend your event, arrangements will be needed to ensure spaces are reserved and services are rendered. All events with non-Coppin community guests require additional fees. Costs are listed below and based on space rented and classification of event. All ADA laws and parking postings must be observed at all times. Any special request for parking during events should be directed to PTS. Vehicles found parked on the grass, in loading docks, and other restricted areas are subject to immediate fines or removal. Rates and available services can be found in the Appendix of this document for your reference.

All affiliated and all external events require parking arrangements. It will be the responsibility of the ECS coordinator to work with the client to provide price quotes and estimates. PTS will bill ECS directly for all services related to affiliated and external events.