



Department
University Relations
Office of University
Special Events

External Events Room Reservation Policy

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01. Policy Statement

The purpose of this policy is to set forth the guidelines for external events room reservations.

02. Reason for Policy

This document is intended to describe the standard policies required for room reservation policy is to manage the usage of University facilities and resources for external groups. Facility rental fees apply to groups as defined below. All reservations involving an outside organization are contracted events. Once a contract is sent to the group, the group will have a maximum of 30 days to execute the contract and will return it to Special Events along with a 50% deposit and all supporting documents. If the contract is not received by the contract deadline, all reserved space will be released and the contract will be null and void.

03. Who Needs to Know This Policy

This policy is for external clients who wish to utilize facilities at PACE University.

04. Policies Regarding External Groups

All organizations holding events at Pace University must respect the mission and values of the University.

Other policies regarding external groups include the following:

- The university does not rent facilities for fundraising activity.
- An external group must have a formal, written contract with the University.
- An external group is required to provide the University with evidence of insurance coverage at the time it enters into the contract with the University.
- An external group is required to pay the University a facility use fee (rent) and to pay for other event-associated costs (i.e., catering, educational media, buildings & grounds, etc).
- Religious groups will not be permitted to rent space on campus to perform religious services.



- Private parties are not permitted on University property (i.e., weddings, bridal showers, etc.)

05. Procedure Requirements

This document is intended to provide steps to assist university personnel in executing an external event.

External Groups:

External Groups are defined as outside participants who have no affiliation to the university. The outside group is expected to pay all charges associated with room rental, AV, computer, catering, or other significant charges, and other support services needed for a successful event. The outside organization must be involved in the overall planning and organization of the event. If media is expected, Pace Public Information must be consulted.

The outside organization will be expected to provide a certificate of liability insurance in the amount specified in the Facilities Use Agreement and a 50% deposit based on the estimated event cost, as well as a signed contract. If the event is canceled, the deposit is forfeited. The Facilities Use Agreement will be drafted and sent to the external group once the event is approved to be held on campus and the space is tentatively booked.

External Charges: Outside organizations wishing to use Pace facilities for events, conferences, workshops, meetings, or seminars will be charged the external rate. The rate covers the operational costs to maintain the space and equipment. All AV, telecom, catering, and other support services needed by the group are considered extra charges and are billed accordingly.

Catering for events:

Pace University is under an exclusive contract with our on campus Caterer for all catering needs. Catering has exclusive right and obligation to provide food service, including cafeteria, catered dining, faculty dining and meeting and event catering services for Pace University and all external groups holding events on any of our campuses.

In the event that Catering is unable to provide the food service and staffing to meet the Pace's meeting and/or special event catering requirements with Catering regular staff, equipment and food sources, Catering agrees to enter into appropriate subcontracts with firms and on such terms approved by Pace University to satisfy the Pace's meeting and/or special event catering requirements.



Educational Media (AV Equipment):

Audio Visual equipment (and operators, if required) is available for rent through the Educational Media Office. You may provide your own equipment, if desired. The Office of Special Events will process your equipment order and provide you with an estimate prior to the event. We require two weeks advance notice on equipment rentals.

Marketing & Communications:

Advertising:

If the University's name and/or logo will be used to promote the event, the Office of University Relations reserves the right to review all publications and other material (printed and online).

Signs:

The Client may also post temporary signs/notices/banners only upon approval of the Special Events Office. The Client must remove its own signage at the conclusion of the conference; otherwise, labor charges may be incurred for removal of same. Signs are not to be permanently affixed or adhered with staples or tacks or taped on painted surfaces. Signs are not to go onto Pace University Signs on campus.

Security:

Pace University employs its own on-campus security staff that is responsible for patrolling the external property. Event organizers are responsible for supervision of their own groups. Event attendees must wear/present the proper ID upon request. If security is required for an event, the Special Event staff will work with our head of security to obtain a quote for security personnel to assist with the event. The head of security will require specific information from the client regarding the event.

Parking:

Westchester: Parking will be allowed in assigned lots only. All vehicles must have a parking permit/pass displayed in the car window. Vehicles without parking permits/passes or not parked in assigned lots will be ticketed at the driver's expense.



New York City: Due to space limitations on the New York City campus, parking is not offered on the New York campus. There are several lots surrounding our downtown campus:

- There is a lot located on Pearl St. (between Peck Slip and Beekman St). This is an outdoor lot that is located within close proximity of Pace University.
- Another alternative is a small indoor lot located on Gold St. (between Spruce St. and Beekman St).
- Another alternative is an indoor lot located on Beekman Street (between William Street and Park Row.)

06. Supporting Documentation

The following documents serve as prove that an event is confirmed with the University.

- Facilities Use Agreement
- Certificate of Insurance

07. Where Can I Find the Necessary Forms Online?

<http://www.pace.edu/special-events/external-community/things-to-know-when-trying-to-host-your-event-at-pace-university/external-events-room-reservation-policy>