

## **Procedures for Events on Campus:**

**Pursuant to Southern Methodist University Policies 6.4 Use of University Facilities by University Non-University Individuals and Organizations, the University adopts the following Procedures for Events on Campus.**

### **Educational Purpose / Mission of the University:**

The Facilities of Southern Methodist University (the “University”) are private property and are to be used to carry out the mission of the University, creating, expanding and imparting knowledge through teaching, research, and service. Use of University Facilities will be permitted when consistent with the University’s mission and with the University’s status as a tax-exempt, non-profit education institution. Facilities use must conform to all applicable laws and regulations. The University reserves the right to deny use of its Facilities to any individual or organization.

### **Definitions:**

Event: any event or other activity of University and non-University individuals and organizations scheduled in a Venue. Events include but are not limited to meetings, conferences, study groups, rehearsals, practices, receptions, catered meals, screenings, ceremonies, performances, athletic games, and lectures. Events are further categorized by SMU’s Public Safety Standards. Credit and non-credit academic classes are not “Events”.

Event Lead: any person who is the main contact for Venue operations for a school, department or division.

Event Planner: any person who schedules, plans, facilitates or organizes an Event.

External Event – any event or activity held on the SMU campus, in any SMU facility, building, or space, that is organized by a non-SMU affiliated individual or group. For purposes of these Procedures, this includes third-parties such as SMU alumni, vendors, donors, non-profit and/or for-profit organizations and businesses. The majority of the participants are not SMU employees or students.

Facilities – the land, buildings and other facilities of Southern Methodist University.

Facility Use Agreement – an agreement for the use of a Venue.

Internal Event - any event or activity planned and executed by an academic or business unit division/department, faculty/staff group, University administration or chartered student organization, in any SMU facility, building, or space, where a majority of the participants are SMU employees or students.

Space: any area that can be reserved for an Event. This includes but is not limited to classrooms, conference rooms, study rooms, seminar rooms, training rooms, labs, lobbies, atriums, porticos, lounges, auditoriums, theaters, lecture halls, courtyards, plazas and outdoor spaces including the Historic Main Quadrangle.

STABLE: an integrated work management system that supports SMU’s technology, assets, buildings, logistics and events.

Venue: any building or Space within the University Facilities.

**Alcohol:**

Event Leads are responsible for ensuring that Events are held in accordance with University alcohol policies and procedures:

University Policy 1.5.3 – Alcohol Policy

University Policy 1.5.2 – Alcohol Sponsorship Policy

**Guidelines for the Service of Alcohol on the SMU Campus**

<https://www.smu.edu/StudentAffairs/SAVicePres/Resources/Alcohol>

**SMU Student Handbook – alcohol & drug abuse prevention**

<https://www.smu.edu/StudentAffairs/StudentHandbook/AlcoholDrugAbuseprevention>

**Student Conduct and Community Standards**

<https://www.smu.edu/StudentAffairs/StudentConduct/StudentGameDayGuidelinesBoulevard>

**Audio-Visual:**

Audio-visual equipment required in addition to equipment permanently located in a Venue must be requested through the indoor or outdoor event support request form in STABLE.

**Catering:**

Events funded by SMU financial orgs must use SMU Catering unless an exception is pre-approved by the Director of Purchasing and the Associate Vice President of Campus Services. Events funded by an outside source must use SMU Catering unless pre-approved by the Director of Purchasing and the Associate Vice President of Campus Services. Approved box lunch and grab and go caterers can be found on the Purchasing website:

<https://www.smu.edu/businessfinance/officeofbudgetandfinance/purchasing/preferred-and-exclusive-providers/preferredprovider>

SMU Catering is the exclusive caterer for Events in Moody Coliseum, Miller Event Center, McFarlin Memorial Auditorium and the Martha Proctor Mack Grand Ballroom. No other catering companies are allowed in those Facilities.

**Conferences/Camps:**

SMU Conference Services must be engaged when hosting events that span more than one day or more than one venue and meet one or more of the following criteria:

x

**Contracts and Insurance:**

A contract and certificate of liability insurance (COI) are required for the following events:

- x Events held by organizations or individuals who are neither funded nor controlled by the University;
- x Events which are not part of the course of regular University business;
- x Events where the primary benefit is for an unaffiliated organization or individual and the secondary benefit is for the University. Other Events identified by the Office of Risk Management.

When facilitating an External Event, the Event Lead will reserve the space and submit the indoor event support request in STABLE. They will then provide the Event Planner with a University Facility Use Agreement via DocuSign that includes confirmation of the spaces to be used, dates/times of use, scheduled resources such as equipment or personnel, all fees associated with space and resources and other unique Venue policies or procedures. Each Venue will use the same standard Facility Use Agreement approved by the Vice President for Business and Finance and Vice President for Legal Affairs and Government Relations, General Counsel and Secretary. Event Leads may customize the Facility Use

**Health and Safety:**

All regulatory safety requirements must be met. For information regarding Environmental Health and Safety (EHS) to include occupational safety and health and safety, see the website for the Office of Risk Management at <https://www.smu.edu/BusinessFinance/RiskManagement/Health-Safety> and Sub-Compact Utility Vehicle (SCUV) safety requirements are also on this website.

**Inclement Weather Policy:**

Events held on the SMU campus must adhere to University policy in times of inclement weather or other emergency conditions. When the University alters operations, all events are cancelled. Please see University Policy 9.12, for additional details:

<https://smu365.sharepoint.com/sites/SHGHome/LegalAffairs/Policy/SitePages/13.6%20Inclement%20Weather.aspx>

**Outdoor Events:**

University Facilities include several outdoor areas which are, in a general sense, “open to the public.” University Facilities are private property and outdoor spaces are not available for rent. Outdoor Events on the SMU campus must be submitted for approval through STABLE. Only active SMU faculty, staff and students have access to STABLE and all outdoor events must be submitted and approved prior to the event.

**Parking:**

Events held on the SMU campus are expected to comply with all policies and procedures established by the Office of Parking and ID Card Services:

<https://www.smu.edu/BusinessFinance/CarServices/ParkingAndIDCardServices>

All requests for Event parking must be entered into STABLE for approval.

**Photography and Video:**

All SMU Marketing and Communications digital assets are subject to copyright terms set by the University. Permission is granted for use by the University community only and is not transferable for further use – print or electronic – without the approval of the University’s Office of Marketing and Communications. Assets may not be given or sold to other parties without the permission of the University’s Office of Marketing and Communications, in consultation with the Office of Legal Affairs. Outside production companies, photographers, filmmakers, and others interested in using the SMU campus for filming or photography must contact SMU Photography Services to make a request.

<https://www.smu.edu/Developmentexternalaffairs/marketingcommunications/photography>

**Promotion and Marketing (Use of SMU Identifiers):**

All SMU logos are owned by the University, and available for license exclusively through the University’s Office of Marketing and Communications. Logos must not be produced independently. The SMU logo may not be used with any product, Event or organization not sponsored or sanctioned by the University. Use of the logo for Events or initiatives co-sponsored by the University and outside organization requires the permission of the University’s Office of Marketing and Communications. Please refer to SMU Brand Guidelines for questions pertaining to the use of logo, school colors, and trademark: <https://www.smu.edu/brand>

**Protection of Minors:**

Any employee, camp operator or other person working on a program that offers recreational, athletic, religious, or educational activities for those not enrolled at SMU and that is operated by or on the SMU campus must successfully complete an approved training and examination program on sexual abuse and child molestation. Texas Education Code, Section 51.976,

<http://www.statutes.legis.state.tx.us/DOcs/ED/htm?ED.51.htm%2351.976> outlines those legally required to

complete the training. More information can be found at: