

Facility Rental Policy For Hosting External Organizations

Viterbo University Faculty, Administration and Staff may serve as hosts for either Committee or Board Meetings of professional organizations to which they belong, or as hosts for External Groups. The following conditions apply:

I. Scheduling Priorities:

- a. Events that support and further the mission of the University, including academic, student life, and recruitment events.
- b. Subsidized – Events that are hosted by a University department. These events may only be scheduled less than 12 months in advance, unless an exception is granted by the Director of the Fine Arts Center/Scheduling Office.
- c. Non-Subsidized – events where University facilities are rented by non-affiliated external organizations at regular rates.
- d. Annual recurring events will take priority over first-time events.
- e. Confirmed events will not be superseded for higher priority events. Once an event is confirmed, it will not be cancelled by the scheduling office to make room for another event.

II. Hosting Committee or Board Meetings:

- a. The following conditions apply to any classroom or small meeting room on campus, with the exception of:
 1. The Reinhart Center Boardroom (RCE107)
 2. The Fine Arts Center Main Theater Lobby
 3. The Fine Arts Center Recital Hall
 4. The Fine Arts Center Hospitality Suite
- b. The Viterbo University Faculty, Administration, or Staff member affiliated with the group must be present and participate in the meeting.
- c. Only two meetings of a particular committee or board may be hosted during any given academic year.
- d. The professional organization will be responsible for any staff, IIT, equipment rental, and catering charges related to the event.

III. Hosting External Groups:

- a. The University host must be present for the duration of the event.
- b. Viterbo University must be recognized in any announcements, event marketing, or advertising as a host of the event.
- c. The University host must also agree to serve as the primary event liaison with Viterbo's scheduling office.
- d. The Director of the Fine Arts Center/Scheduling Office may authorize a per participant fee in lieu of facility charges in order to support smaller events.

IV. Facility rental fees

Hosting Committee or Board Meetings – For meetings held in the four rooms noted in Clause II.a. above, full facility rental fees will apply. A 25% discount will be offered to non-profit organizations. In the case of the Hospitality Suite, a 50% discount will be offered to non-profits. Meetings (no more than two per academic year) in any other room on campus may be held free of charge.

Hosting External Groups - Facility rental fees under this category will be reduced by 50%. The external organization will be responsible for full costs for staff, IIT, equipment rental, and catering.

Facility rental fees will be waived under the following conditions:

- a. If the event is judged to be one that supports and furthers the mission of the University (see Clause I.a.)
- b. If Viterbo University is an institutional member of an organization and chooses to host the organization (i.e. WAICU).
- c. If full approval and support of the event has been granted by the cabinet.

V. General Scheduling Notes

- a. Space may not be reserved more than 12 months in advance.
- b. Reservation requests for the upcoming academic year will not be considered until academic courses are scheduled for the respective semester, with the exception of requests for the Reinhart Center Boardroom (RCE 107) and the Fine Arts Center (FAC) Lobby, Recital Hall, and Hospitality Suite.
- c. Reservation requests for the summer months may be placed at any time of year.
- d. Contracts, including Viterbo's indemnification policy, will be issued for each reservation, including those for which no fees are charged.

The Director of the Fine Arts Center/Scheduling Office, the campus designated liaison to external organizations renting facilities, will administer this policy. Requests for exceptions must be made in writing to the Director of the Fine Arts Center/Scheduling Office, for approval at the cabinet level.

To reserve campus facilities on behalf of an external organization, please contact:

Scheduling Office
c/o Fine Arts Center, Room 102
Phone: 608-796-3747
Fax: 608-796-3736
Email: scheduling@viterbo.edu