

POLICY REGARDING JOINTLY-SPONSORED UNIVERSITY EVENTS
(APPROVED 4/24/02; REVISED 10/15/03)

University-Sponsored vs. Non-University-Sponsored Events

For many reasons, including budget and insurance and risk management, the University distinguishes between “*university-sponsored events*” and “*non-university-sponsored events*.” In brief, some events are clearly university-sponsored events (e.g., the Annual Pepperdine Lectures, Summer Youth Leadership Conference, etc.). These events, initiated by and directed by University officials, enjoy access to University facilities at minimal or no cost. Other campus events are not formally university-sponsored events. These educational events, sponsored by organizations, clubs, churches, external to the university, rent our facilities, typically through the Special Programs Office. These organizations are required to enter into a written agreement with the University and also pay fees for the use campus facilities, as determined by the Special Programs Office.

Jointly-sponsored Events

Some events are somewhat ambiguous because they are *joint* efforts of a University entity and an outside organization. For example, a unit of the organization (an academic division, for example) may invite a scholarly society or a professional organization to

in effect, serves as “the local arrangements” organization. Example: The Dean of Seaver College agrees to host and serve as local arrangements chair of a national meeting of the Alpha Chi honor society.

To summarize: If a unit within the University invites an organization to meet in University facilities, if the University’s mission is supported through the hosting of this meeting, and if a unit of the University has substantial responsibility for overseeing the conduct of the meeting, then this event may qualify as a “university-sponsored event.” It may enjoy certain financial benefits and privileges regarding facilities.

On the other hand, most groups, organizations, clubs, churches, athletic camps, business entities, etc. that rent our facilities for educational purposes (as through Special Programs) do not qualify as "university-sponsored" events. These latter organizations are responsible for securing a written agreement with the University and will pay rental fees as determined by the director of Special Programs or the Provost’s Office.