Events Planning
Policies and Procedures for External Groups

Use of Campus Space by External Groups
The primary use of space on the Clark University campus is to support the research, educational, and co-curricular activities of the University. External groups with no affiliation with Clark University are welcome to inquire about the possibility of renting space from Clark University. The University reserves the right to accept or decline all requests for space by external groups.

External groups must have a formal, written contract with the University that specifies the terms and conditions of use of University facilities, including but not limited to the nature of the event, sponsoring organizations, dates, times, use of space, attendance, rental fees, and restrictions. The agreement also includes important insurance and liability requirements, and an estimate of other event-related costs that the external group will be required to pay. To inquire about renting space, please contact the Events Planning Office at (508) 793-7471.

The rental of space at Clark University by external groups does not indicate an endorsement by the University. The use of Clark University’s name and seal shall not be used implying sponsorship unless permission has been received through the President’s Office or the Office of Government and Community Affairs. Clark University’s name may be used for location purposes and directing attendees.

Food Services
All food and beverages for events held at Clark University must be provided by Sodexo Catering. Arrangements for food services may be made directly with the Catering Manager Kim McElroy at (508) 793-7124 or kmcelroy@clarku.edu. External groups will be expected to sign a separate contract with Sodexo Catering for food and beverage services.

Regulations for the Service of Alcohol
External organizations must disclose any plans to serve alcohol at the event to the Events Planning Office at the time of the booking and be included in the written contract with the University. All events with alcohol must comply with the laws of the Commonwealth of Massachusetts and the City of Worcester and be served by the University’s caterer, Sodexo. No outside alcohol is allowed at the event.

External groups may be required to purchase a one-day liquor license from the City of Worcester. Sodexo Catering will determine if a liquor license is necessary and will need at least 45 days’ notice prior to the event to secure a license from the City of Worcester. The expense for this liquor license will be the responsibility of the external group. The serving of alcohol in a limited number of campus venues may require additional rental fees to cover the cost of pipe and drape necessary to maintain privacy for the event. Alcohol may not be consumed or taken by individuals outside the rented spaces.
The external group must inform the Events Planning Office and Sodexo Catering if attendees will include guests under 21. If so, the external group must work with Sodexo Catering to identify these guests in a prominent fashion.

**University Police**

The University reserves the right to require the presence of University Police at an event to ensure safety and security for the attendees and the campus community. A determination of required police presence and the number of police officers will be finalized prior to the signing of the written contract between the external group and the University. The University reserves the right to modify the contract and change the number of police officers required as deemed necessary by the University for the event.

University Police fees are $54 per hour with a minimum shift of four hours per officer. Events where there will be cash exchanged (such as cash bar, fundraisers, etc.) will be required to have a University Police officer present.

**Campus Safety Concerns**

If space has been approved for rental by an external group and the University subsequently learns that the event will cause unexpected safety concerns or disruption to the campus, the University reserves the right to cancel the rental of that space and return all fees paid to the University by the external group. If during the event the University determines there to be an unsafe situation for the attendees or the campus community and/or unlawful activity, the University may intercede and shut down the event immediately without any obligation to return any fees paid to the University.

**Custodial Fees**

Although custodial services are typically included in the rental rates, there will be certain times of the year and specific events where a separate custodial fee may be charged. Events held at a time when custodial services are not standard such as academic breaks, summer, and holidays may see a custodial fee charged. This may also be true for larger events with greater levels of clean up expected. These fees will be included in the rates quoted before a written contract is signed.

If the event does not have a custodial fee assessed, the external group is responsible for being sure there is no excessive clean up and additional custodial services needed. Failure to do so will result in a cleaning bill at the expense of the external group.

**Signs and Decorations**

No signs, decorations, props, or exhibits shall be affixed to any item on the premises, including, but not limited to floors, walls, ceilings, and furniture. Exceptions will be considered and permission must be obtained prior to the event from the Events Planning Office. If permission is thus granted, the external group booking the facility is responsible for the removal of all signs, decorations, props, exhibits, or like articles. A charge will be assessed by the Events Planning Office if items are not removed by the end of the designated time or if any damage has been done.
**Insurance**
Due to liability concerns, the University reserves the right to require specific types and limits of insurance coverage for activities sponsored by an external organization. Upon request, proof of this coverage must be supplied no later than 30 days prior to the event.

**Cancellation**
Notice of cancellation by the external group must be made in writing no less than 60 days prior to the start of the event to receive a full refund, less any expenses already incurred by the University for the rental. Any cancellation made in writing 7 to 60 days prior to the event will forfeit the deposit in its entirety. Any cancellation made less than 7 days prior to the event start date will forfeit the deposit and the external group will be responsible for the remaining room rental and set-up costs.

**Deposits and Payment**
A signed contract for the rental and support services with a deposit for 50% of the projected costs will be due at least 30 days prior to the event. Any event booked less than 30 days prior to the date will require an immediate deposit of 50% along with the signed contract. Full payment is due 7 days prior to your event.

After the event, a final bill may be issued showing any balance due. A balance due may be the result of any changes, additions, cleaning fees, damage fees, and other costs that were assessed beyond the original rental contract. Final bill payments must be received 30 days from the date of invoice.

The Events Planning Office reserves the right to require full payment at any time.

**Access Time**
Unless otherwise prearranged with the Events Planning Office, you will have access to the room(s) 30 minutes prior to the start of the event and you are expected to be out of the room by the specified end time.

In rare circumstances, the Events Planning Office reserves the right to cancel the rental contract for the event with a full refund of all deposits should it be determined that the facilities needed are required by Clark University. Every attempt will be made to avoid such conditions.

**Political Activities**
Clark University is a 501(c)(3) tax-exempt organization and is thus required to comply with the rules and regulations set forth by the Internal Revenue Service that prohibit the University from engaging in partisan political campaign activity or supporting such activities. Any individual holding elected office or political organization interested in using Clark’s facilities must work through the Office of Government and Community Affairs to assure University compliance with these regulations.