

## THE OFFICE OF EVENT MANAGEMENT

### Mission Statement

The Office of Event Management assists clients with the planning, management, and implementation of high quality events.

### Introduction

Approved by the President's Cabinet , The Office of Event Management policies provide guidelines to clients who want to use facilities that are scheduled by the [Office of Event Management](#) (facilities and grounds that are not primarily used for academic classes, religious events, or athletic practices/competitions).For a list of the offices that schedule other campus facilities see [Appendix 1](#).

These policies are subject to updates by the Office of Event Management.

### General Principles

1. The College's facilities are primarily used to support its educational mission. After meeting the space needs of the college's faculty, staff, and students, facilities may be rented to external clients at the discretion of the Office of Event Management, with the approval of the vice president for student affairs.
2. The land and buildings of Canisius College are private property, and the college reserves the right to control access to its campus.
3. All clients must comply with all College policies and regulations.
4. Canisius College reserves the right to cancel a reservation if the confirmed facilities/grounds are needed by the College. These instances are rare, and every attempt will be made to avoid this situation.
5. In addition to facility rental fees, the client is responsible for any/all additional charges for the event, including but not limited to, additional equipment, staff, security, and housekeeping services; see [Billing and Charges](#).

### Sponsorship Policy

1. Canisius College student clubs/organizations may sponsor an event on campus as long as the program supports the College's mission.
2. Events sponsored by student clubs/organizations need prior approval from the Office of Campus Programming and Leadership Development.
3. Canisius College student clubs/organizations holding an event or activity, "sponsor", will serve as the primary contact for all the details of an event, ensure that the event complies with the [community standards](#) and a representative from the sponsoring organization must be present at the event.
4. All charges associated with the event will be paid by the student club/organization.
5. If a sponsor does not comply with the policies of the Office of Event Management, the college reserves the right to refuse use or rental of space.

## Event Reservation Guidelines

1. All room reservations for events utilizing facilities/grounds that are not primarily used for academic classes, religious events, or athletic practices/competitions are requested through the Office of Event Management.
2. If the client's preferred facility is not available, the Office of Event Management will:
  - a. Suggest an alternative location for the event.
  - b. Reserve the appropriate facility for each event based on attendance and type of event.
3. Reservation Timetable  
No more than three (3) holds can be made per specific event.  
Once the reservations are made, please follow the timetable below to confirm the event date:

Reservations that are made	Timeframe to Confirm a reservation
One year or more prior to the event date	Five months
Less than one year to two months prior to the event date	30 days
Less than two Months prior to the event date	14 days
Less than one Month prior to the event date	7 days

4. It is the client's responsibility to keep the Office of Event Management apprised of the status of their event, especially when a tentative space reservation is no longer needed.
5. If the event cannot be confirmed within the applicable timeframe, and there is no communication from the client, the client will be contacted regarding the release of all their event request hold dates. The initial requestor can make another hold request for the same dates based on availability.
6. Conflict Resolution  
Scheduling conflicts will be resolved by the Office of Event Management, based upon earliest reservation date. Priority will be given if the event is an annual college event that is important to the operation of the College's mission.  
In the event a conflict cannot be resolved to the satisfaction of all parties, the vice - president for student affairs will make the final decision.

## Event Cancellation / Change Policy

1. Event Cancellation for Student Clubs / Organizations – If the student organization needs to cancel an event, they must contact Campus Programming and Leadership Development. If the student organization needs to cancel an event within 24 hours from their start time, they must contact the Office of Event Management at (716) 888-2180 or [eventmgt@canisius.edu](mailto:eventmgt@canisius.edu). Failure to properly cancel your event will incur a charge; see [Billing and Charges](#).
2. Catering Cancellation  
If your event includes catering services, you must also cancel your food order by contacting Chartwells' catering department at (716) 888-2325 with the event date, time and location. Clients will be charged 10% of the cost of the catering order if the order is not cancelled within the appropriate time frame. If the event is not cancelled, the client will be billed for the full amount of the catering order.
  - a. Events with catering orders greater than \$100.00 must be cancelled at least five business days prior to the event.
  - b. Events with catering orders less than \$100.00 must be cancelled at least two business days prior to the event.

## Event Guidelines for Student Club/Organizations sponsoring College events

1. All student clubs/organizations must complete and submit the [Student Club/Organizations Event Request Form](#) to Campus Programming and Leadership Development (CPLD) at least 21 days prior to the event to ensure proper planning and coordination. Student clubs/organizations will receive a confirmation within 72 hours after the event request has been submitted.
2. Event Scheduling Process
  - a. Complete the Student Club/Organization Event Request Form located in CPLD or [online](#).
  - b. Submit the completed form to CPLD.
  - c. A CPLD staff member will review the request form and view the campus calendar for space availability and event conflicts.
  - d. If the date requested is unavailable or the event is not approved by CPLD the club will be notified via email and they must submit a new request.
  - e. If the date and space requested is available AND the event is approved, a CPLD staff member will submit the request using the Online Request Reservation Form
  - f. The Office of Event Management will review the Online Reservation Form and schedule the approved event and issue an event confirmation number.
  - g. CPLD will forward the approved confirmation number to the club/organization contact person listed on the Event Confirmation Report.
3. Room Setups/Audio/Visual/Media Needs – If the event requires a specific room set-up or audio/visual/media equipment, the student club/organization must contact and work directly with the Office of Event Management.
  - a. All room set-ups and audio/visual/media equipment requests must be made 10 BUSINESS DAYS PRIOR to the event date. Services cannot be guaranteed after that date.
  - b. Late requests will incur a charge; see [Billing and Charges](#).
4. Program Changes – All program changes including, but not limited to location, event start/end time, set-up, and audio/visual/media needs, are to be made in the Office of Event Management by the student club/organization.
5. Change of Program Date
  - a. If the student club/organization needs to change the date of their event the club/organization must contact CPLD to review with their staff the possible date change.
  - b. If the date change is approved, CPLD will resubmit a new web event request form to the Office of Event Management, repeating the event scheduling process.
6. Program Cancellation – If a student organization needs to cancel an event, see [Event Cancellation / Change Policy](#)

Failure to properly cancel your event will incur a charge; see [Billing and Charges](#).

Failure to hold an event will incur a charge; see [Billing and Charges](#).
7. Event Reservation Time - It is Canisius College's expectation of the client to adhere to the specified event reservation time.
8. It is the client's responsibility to return the room to its pre-event condition at the completion of the event. Failure to do so will result in charges, see [Billing and Charges](#).

9. Chartwells Catering – Chartwells Food Service is the exclusive caterer for Canisius College. If any food, beverage, or linen is to be provided, contact Chartwells at (716) 888-2325; see [Chartwells' catering policy](#). The Office of Event Management must be notified 10 business days in advance if the event is to be catered. External Clients must use Chartwells Catering for events held in College Facilities.

#### Basic Catering Guidelines

- a. Chartwells has exclusive catering rights to all college facilities unless waived by the director of Chartwells.
  - b. Due to health codes, Chartwells requires that there only be one food provider at an event. Partial orders are not permitted and will not be accepted.
  - c. If outside caterers are to be used, they must be all inclusive. All catering supplies are the responsibility of the faculty, staff, departments, and student clubs/organizations and will not be provided by Chartwells.
10. Ordering Alcohol – If serving alcoholic beverages at the event, see the [Canisius College Alcohol Policy for Events](#) and the College's Alcohol Policy.
  11. Billing – Student club/organizations will pay for all additional charges for the event, to include but not limited to additional equipment, staff, security, and housekeeping services. See [Billing and Charges](#).

### Event Equipment Policy

1. Equipment
  - a. The Office of Event Management coordinates the set-up of event equipment (tables, chairs, and media equipment, etc.) for all events.
  - b. If additional event equipment is required, an outside vendor must be secured to provide these services.
    - i. The Office of Event Management reserves the right to approve all outside vendors before contracts are signed with the vendor.
    - ii. The client is responsible for paying the additional charges of the rental equipment; including delivery, set up, take down, and pick up by the vendor.
  - c. Canisius College furniture and event equipment is NOT to be moved without the consent of the Office of Event Management.
  - d. Canisius College furniture and event equipment cannot be moved off of the campus property
  - e. Piano Use - Clients who wish to use any of the campus pianos will be charged for piano tuning by the college approved piano tuner,
2. Event Set-up Modifications
  - a. The Office of Event Management must be notified before an event if a change is to occur with the set up of the facility/grounds.
  - b. Under 10 business days prior to their event, clients will be assessed charges if they request modifications to be made to an agreed upon event set-up; see [Billing and Charges](#).
  - c. For events that occur after operating hours, the client will be responsible for any payment for additional staff that is needed to support the event.

## **Media Center Services Policy for Support of Non-Classroom Events**

1. Services Provided – The Media Center’s primary function is to support academic classes. The Media Center also provides media equipment support for non-classroom events to the extent that resources are available.
  - a. The Media Center will:
    - i. Set up all requested media equipment
    - ii. Assist in training the client on the requested equipment if needed.
2. Procedure for Ordering Media Equipment and Services
  - a. The Office of Event Management will work with the client to determine the media equipment needed for the event and will request these services from the Media Center.
  - b. Event requests must be received at least 10 business days in advance of the event date to ensure that the client's needs are accommodated. Late requests cannot be guaranteed.
  - c. If an outside vendor is needed or if additional labor is necessary, additional costs will be incurred at the client’s expense.

## **College Grounds Use Policy**

1. Use of college grounds is limited to College-sponsored events. Reservations for college grounds need to be approved prior to the event by the Office of Event Management who will consult with Facilities Management.
2. Tents – Outdoor events that require tents are the responsibility of the client.
  - a. Requests for tents on college property need prior authorization from the Office of Event Management.
  - b. Tents cannot be placed in the fire lanes.
  - c. Stakes for tents or for other structures are not permitted. Only free standing or water barrel support systems are allowed.
3. Furniture – All tables, chairs, and all other equipment needed for an outdoor event must be procured from an outside vendor.
  - i. The Office of Event Management reserves the right to approve all outside vendors before contracts are signed with the vendor.
  - ii. The client is responsible for paying the additional charges of the rental equipment; including delivery, set up, take down, and pick up by the vendor.
4. The use of lights (e.g. strands of Christmas tree lights) in the trees/foliage is not permitted without prior authorization from the Office of Event Management.
5. All bars set up outside to serve alcoholic beverages must be under a tent or awning according to the New York State Liquor Authority.

## **Housekeeping Policy**

1. It is the client’s responsibility to make sure the facility/grounds are left in generally good condition after the event.
2. Chartwells catering will be responsible for cleaning up their equipment and supplies.

## Decorations Policy

1. The following are general decorations guidelines:
  - a. All decorations must be free-standing and self-contained.
  - b. Exit or exit signage cannot be blocked, hidden, or disguised.
  - c. Keep exits and corridors free and clear.
  - d. Extension cords should not be used in a way that will create a fire, tripping, or electrical hazard.
  - e. Extension cords must be UL listed, be a minimum of 16 gauge wire, be equipped with a ground plug, and be properly plugged into a wall outlet. Extension cords can not be connected to each other.
  - f. Decorations can be affixed to walls with painter's tape only.
2. The following are prohibited:
  - a. The use of nails, tacks, screws, or other sharp objects for securing materials to walls, lighting fixtures, ceilings or floors.
  - b. Hanging decorations from sprinkler pipes, cables or conduit.
  - c. Flammable decorations.
  - d. Flash pots, smudge pots, pyrophoric materials or fireworks of any kind.
  - e. Decorations posted on official signs (e.g. STOP signs, College signs).
  - f. Banners which impede access to any building or more than 20 feet from the ground, without specific permission from the Office of Event Management.
  - g. All tape except painter's tape. No tape is permitted on the glass in Palisano Pavilion. Painter's tape is available in the Office of Event Management.
  - h. Helium balloons in Montante Cultural Center and Marie Maday Theater.
3. Candles used at any College event must be contained in glass votive holders, glass hurricane shades, or be floating in non-flammable containers.
4. Confetti, Mylar sprinkles, table centerpiece confetti, or other items are permitted at an event as table decorations if **the client agrees to remove and clean up all the decorations from the tables and facility**
  - a. The above mentioned items are **NOT** allowed in the Montante Cultural Center and Marie Maday Theater.
5. The client is responsible for removing and disposing of all decorations/signage at the completion of an event. See [Billing and Charges](#).
6. The Office of Event Management reserves the right to inspect and approve all decorations.

## Billing and Charges

### Billing

All billing will be submitted to the sponsoring organization. College clients will have their accounts deducted, and external clients will receive a bill in the mail. The bill may include but is not limited to:

- a. Rental of the facility
- b. Security personnel
- c. Rental of equipment
- d. Additional housekeeping assistance
- e. Additional labor (Event Staff, Set-up Staff support, etc)

### Charges

1. Cancellations - For events not cancelled within the appropriate [time frame](#), and/or fail to hold their event, they **will be charged 25% of the facility rental rate**. Additional charges may be incurred due to the complexity of the event setup.
2. Equipment
  - a. If any damage or loss occurs to the event equipment during use, the client will be charged the replacement cost of the damaged equipment.
  - b. If any equipment is relocated without permission, **the client will be assessed a \$50.00 charge**.
  - c. All costs associated with equipment rentals are the responsibility of the client.
  - d. If equipment is requested late, **the client will be assessed a \$50.00 charge**. Additional charges may be incurred due to the complexity of the request.
3. Event Set-up Modifications
  - a. If a client changes the set-up to a facility/grounds and it is not returned to its pre-event status, **the client is subject to a \$25.00 per hour staffing charge (minimum 1 hour)**.
  - b. Late Requests – a charge will be assessed for requests that occur less than 10 business days prior to the event. These requests are those that require complex changes to an agreed upon set-up. Extra staffing will be assigned to accommodate this request. **The client is subject to a \$25.00 per hour staffing charge (minimum 1 hour)**.
  - c. If any client uses a facility without a reservation:
    - i. The client is subject to a **\$25.00 per hour staffing charge** (minimum 1 hour).
    - ii. Student clubs/organizations may be subject to disciplinary actions.
4. Housekeeping & Decorations – If any of the housekeeping policies are not adhered to, **the client will be assessed a charge of \$25.00 per cleaning hour (minimum 1 hour)**.

## **Parking Policy for Campus Events**

1. The College is governed by the [Parking Regulations](#).
2. If concerns over parking issues arise during the planning of your event, please contact Public Safety at (716)888-2330.

## **Public Safety for Campus Events**

1. Public Safety officers may need to be present at an event. Determining factors include, and are not limited to:
  - a. Whether or not alcohol is being served ([Alcohol policy](#))
  - b. The number of people attending the event
  - c. The age group of those attending
  - d. If the event involves a high profile speaker/entertainer
  - e. If the event is open to the public
2. The director of Public Safety will determine the number of Public Safety officers required or if an outside security company will be necessary at the event. If it is determined that an officer(s) needs to be present at your event, additional charges will be applied. All charges are the responsibility of the client.
3. Interruption or Termination of an Event - Public Safety and/or the Office of Event Management shall retain the right to interrupt an event in the interest of public safety, and to likewise terminate an event when, in the sole judgment of Public Safety and/or the Office of Event Management, such termination is necessary in the interest of public safety.

# Appendix 1

## Departments that schedule other College Facilities for Events

<u>Koessler Athletic Center (KAC)</u> 888-2950	KAC Main Gym KAC Pool	KAC Classrooms KAC Parking Lot	Patrick Lee Center Demske Sports Complex
<u>Campus Ministry</u> 888-2420	Christ the King Chapel	Campus Ministry Conference Room	Undercroft
<u>Student Records</u> 888-2990	All Classrooms		