

VILLANOVA UNIVERSITY OFFICE OF CONFERENCE SERVICES

Notes to Campus Meeting/Event Planners of VU Departmentally-Sponsored Functions, Grant Recipients, Partnerships with Non-Villanova Entities, etc

As a VU departmentally-sponsored/partnered program, it is considered an "internal event" at Villanova, and:

- There is typically no rental fee for use of any classroom/meeting space. The only potential cost involved in this regard would reflect any dining services or additional labor, equipment, etc that might be needed to use the classroom or meeting space. In that case, the Facilities Dept or Connelly Center, for example, might bill for their services rendered or an outside vendor may need to perform some service, etc.
- The external organization should provide a certificate of liability insurance from its insurer naming Villanova as an "additional insured" on their insurance policy for the duration of the event. If the organization has no liability insurance, they may purchase a T.U.L.I.P. policy via a relationship Villanova has with an insurance provider. Contact either the Office of Conference Services or the VU Risk Management Office for further details. Failing either of these options, the external group would need to sign an indemnification statement which releases the University from any responsibility for loss, damage, liability or expense, which may be claimed to have been caused by the use of University facilities. Otherwise, Villanova's insurance policy will cover the program or event when a VU entity is the sponsor. Contact the Office of Conference Services or the Risk Management Office if further insurance-related information is needed.
- Department heads and other campus faculty and staff should consider carefully the relationship of the partnering organization and the activity itself to the mission of the sponsoring unit, as the University's insurance policy is designed to limit risk management exposure for VU mission-related activity. For example, a department or a faculty/staff member in the School of Engineering is a member of an outside arts or cultural organization and wants to "sponsor" an event for its members with commensurate VU-sponsored-event benefits. This activity would not seem to be associated with the department or University mission. If that is the case, the organization should be treated as any external group and must provide a certificate of liability insurance and pay a fee to use Villanova's facilities and/or services. In this regard all arrangements for such an event should be referred directly to the Office of Conference Services, 610-519-7580, which will negotiate a license rental agreement and obtain a certificate of liability insurance from the individual or group involved.
- A sponsoring VU department is responsible for making direct campus contacts regarding any VU Facilities Dept work requests (tables, chairs etc), Connelly Center use, Catering requests, Registrar's Office - room reservations, AV needs through the Media Tech dept on campus and Guest Parking passes. Any charges for these services will then be billed by the campus provider to a departmental budget.
- For sponsored programs that require summer housing accommodations and/or dining hall/catering services, the Office of Conference Services should be contacted to coordinate these arrangements. The usual fees will be charged for housing and dining arrangements. There are University standards for supervision of youth under age 18 that specify student-to-staff ratios in the dorms and require criminal background checks for staff. It is the responsibility of the sponsoring department or associated organization to provide supervisory staff that meets these standards.
- In all matters meeting, program or event-related, the Office of Conference Services is eager to provide counsel and assistance based on its campus meeting planning and hosting experience.