Special Events

Policy Statement

Adelphi University seeks to create a campus culture that generates intellectual excitement and lifelong learning. This includes supporting campus activities that further individual development. Such events are either sanctioned by the University or sponsored by external groups requesting use of University facilities and services.

Reason for Policy

This Policy establishes guidelines where existing policies do not specifically address issues particular to the use of campus resources for special event purposes.

Who is Governed by this Policy

Faculty, Staff, and Students

Policy

Special Events Hosted by Adelphi University

In order to schedule appropriate activities that will continue to establish the University's presence in the community, needed special events will be systematically planned. The following criteria will be used to evaluate each event:

1. The event maintains the image and integrity of the University.
2. The event is promoted and operated in an ethical and professional manner.
3. To schedule events in a suitable way that will be in harmony with other activities of the Office of External Relations and will not be a burden on the University's donor and alumni base.

To this end, policy and procedures have been established as follows:
The Special Assistant to the President, Office of External Affairs must approve all special events prior to implementation of any plans to have an event.

The Special Assistant to the President, Office of External Affairs must approve the date and location of the event. The Special Assistant to the President, Office of External Affairs will take responsibility for signing any contracts or agreements, which may be required.

At least one member of the Office of the Vice President of University Advancement will be assigned to the steering committee for the event.

Once the event is approved, a memo of understanding will be signed by the chairperson of the steering committee, who will act as liaison with Office of the Vice President of University Advancement staff in coordinating the event from start to finish.

The Finance and Investment Committee requests regular status reports during the planning and promotional period, which may be presented by the chairperson of the event or the Office of the Vice President of University Advancement liaison.

The Special Assistant to the President, Office of External Affairs or a person designated will approve all promotional material, brochures and ticket copy to maintain the proper image for the event.

Cash, check, or acceptable charge cards must pay for all entry tickets and raffle tickets in advance.

If an event that is initiated by the Office of the Vice President of University Advancement, all revenue will be turned in to the Office of the Vice President of University Advancement prior to the event, or within 15 days of the event and the Office of the Vice President of University Advancement will pay all expenses.

The accounting records pertaining to the event will be kept by the Office of the Vice President of University Advancement.

**Special Events Hosted By Others**

I. Hosted Events are those activities through which another organization or a group of individuals offers to hold a fundraising event for the benefit of the University. Prior to submitting approval, the Special Assistant to the President, Office of External Affairs will determine if the event meets the following requirements:

   A. Will maintain the image and integrity of the University.

   B. The event will be promoted and operated in an ethical and professional
manner.

C. Will ensure that the date selected is in harmony with other activities of the Office of the Vice President of University Advancement or the Office of External Relations.

D. The event will net at least 50% of gross income.

E. Will secure an event application providing a written description of the proposed event from the sponsoring group.

II. Any individual, group, committee, or outside organization wishing to have a special event with the University must fill out a special event application providing a written description of the proposed event. This document will include projected financial statements of the revenue and expenses for the event.

III. The completed event application and recommendation will be submitted to the Special Assistant to the President, Office of External Affairs for approval.

A. When approved, a memo of understanding will be signed by an officer of the sponsoring organization, who will act as liaison with the Office of External Affairs staff in coordinating the event.

B. At least one member of the Office of External Affairs will be assigned to the committee for the event if deemed appropriate by the Special Assistant to the President, Office of External Affairs.

C. The Special Assistant to the President, Office of External Affairs must approve the date and location of the event.

D. The sponsoring organization will take responsibility for obtaining all license and insurance needed by the type of event being held. The sponsoring organization will agree to abide by the rules set by governing organizations controlling such things as gaming rules and liquor licenses, etc.

E. The Office of External Affairs will receive regular reports from the sponsoring organization and a comprehensive final evaluation.

F. The Office of External Affairs must approve all promotional material prior to use.

The Office of External Affairs must approve usage of the University logo by the sponsor.

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Definitions
This policy does not have definitions associated with it at this time. Upon periodic policy review this area will be evaluated to determine if additional information is needed to supplement the policy.

**Forms**

This policy does not have forms associated with it at this time. Upon periodic policy review this area will be evaluated to determine if additional information is needed to supplement the policy.

**Related Information**

This policy does not have related information at this time. Upon periodic policy review this area will be evaluated to determine if additional information is needed to supplement the policy.

**Policy Owner**

Name: Ann Louden  
Phone Number: 516.877.4689

**Secondary Contacts**

*This section should include the name, phone number and email address of one or more individuals who can answer questions about the policy.*

<table>
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**Document History**

*This section must contain the following dates or placeholders for future dates:*

- Last Reviewed Date: 12.31.17