



Conference Services & Special Events

External Facility Rental Policy

1. **Definition of External Facility Rentals:** When any of the Notre Dame of Maryland University facilities are rented by outside parties for events that are not related to the University or its mission, and its attendees are individuals outside the NDMU community. External facility rentals are events that generate revenue for the University, through facilities rental fees and other applicable fees. *Examples include: summer camps, weddings, commencement ceremonies for other schools and seminars, meetings, or conferences organized by outside groups*
2. **Contracts & Agreements:** All external facility rentals, regardless of location and needs, must be submitted to Conference Services for review and approval. Conference Services will execute all contracts regarding external facility use. Contracts and the collection of fees for external rentals cannot be executed or collected by another campus department.
 - **External events cannot be approved by another campus department;** arrangements or promises made by another department may not be honored by Conference Services. All rental rates are to be established by Conference Services, to ensure that the appropriate facility rental rates are set on behalf of the University.
 - **All responsible parties hosting external events on campus are responsible for providing the Conference Services department with a Certificate of Insurance prior to the first day of the event.**
3. Upon receipt of the external facility rental request, Conference Services will:
 - Organize all event needs & schedule use of the appropriate campus locations
 - Coordinate communication between external contact & involved campus service providers, to discuss event logistics; *this includes SAGE Dining, NDMU Public Safety, Facilities, ABM, Information Technology, etc.*
 - Execute all facility rental contracts
 - Oversee all external summer programs & maintain scheduling authority for all campus facilities during the summer months
4. **Outside Vendors & Catering:** Any party hosting an external facility rental on campus must have any external vendors approved by Conference Services. No outside food or beverage is permitted on campus; all catering requests must be made through NDMU's exclusive onsite caterer, SAGE Dining. *Please reference Conference Services' **Outside Vendors Policy** for further instruction.*
5. **Rates:** Conference Services is the only department on campus that can set external facility rental rates. Rates may not be set, reduced or waived by another department. Periodic rate assessments take place by the Conference Services team to ensure our rates are comparable and competitive with nearby venues and institutions.
 - For those external programs for which there is an affiliation with or benefit to an internal campus office or division, **requests to reduce or waive the applicable rental rates must be submitted via e-mail to the respective Vice President for the requesting campus division, along with the Vice President of Finance & Administration**, who will together determine the next steps.
 - NDMU community members, including all current faculty, staff, and students are eligible to receive a 50% reduction in rental rates for hosting a personal event on campus.