CAMPUS EVENT CLASSIFICATION POLICY

An **internal event** is sponsored by a subset or affiliate of the University, which is recognized by the University, and whose activities are directly related to its function. Examples include, but are not limited to professional organizations related to higher education where the University is a member in good standing, employee unions, departmental meetings/functions, Human Resources training sessions, SGA recognized student clubs and organization functions, Admissions/Continuing Studies recruitment events, and faculty lectures. Where a question exists in the classification of the event, the appropriate Division Head will be sought for a final categorization. The internal client would:

- Complete and submit the Event Request at 25Live at *https://25live.collegenet.com/pro/rider* at least one week prior to the event. Event Requests submitted within seven days will be granted at the discretion of the Department of Auxiliary Services.
- Upon confirmation from the University Scheduler, the Assistant Director of Auxiliary Services at ext. 7700, will approve and work with the event contact to plan setup. (For internal student events final approval will come from the Office of Campus Life)
- The event contact person is responsible for contacting the following:
    - o   the OIT Help Desk at ext. 3000 for all media service needs or submit an OIT Ticket
    - o   Gourmet Dining at ext. 5274 or email to: ridercatering@rider.edu for all catering needs.
- There are no contracts to sign and the University insurance coverage is in place in the event of any claim.
- Signage for all events must be approved by the Department of Auxiliary Services, the Office of Campus Life and the Office of University Communications. Outdoor signs, once approved, will be placed in designated areas by the Facilities Department.
- Please consult the campus event planning section of our website at www.rider.edu/campuseventplanning for more information on the items listed above.

An **external event** is categorized as having no Rider University sponsorship, and may include, but not be limited to, a New Jersey Youth Soccer Association banquet or competition, Princeton Theological Seminary meeting, a staff member's church group event, a coach's private camp(s), or a staff member who serves on a board of an organization wishing to hold a meeting. The event contact person would:

- Contact the Associate Director of Conference Services, at ext. 7700 or email conferences@rider.edu.

- External groups must sign a facilities usage agreement provided by Conference Services.
- External groups are charged for renting facilities, additional services and staffing costs (non-profits and alumni receive a discounted rate). Not for profit groups must provide proof of registered status prior to the event date.
- External groups must submit evidence of insurance with a carrier and with coverage approved by Rider. A valid policy must be submitted to Conference Services at least 7 days prior to the event date for final approval. Failure to provide sufficient insurance within the given time-line may result in the cancellation of the event.
- If groups do not have the needed coverage, Rider can assist them in applying for it. Groups may purchase event coverage with appropriate protection through TULIP (Tenant User Liability Insurance Program), which provides a user friendly, inexpensive, on-line process to purchase coverage just for that event at http://urmia.bene-marc.com. This application is generally processed within three days.
    - When an external group's program involves participants and/or staff under 18, Rider requires insurance that states that the program(s) operated under this policy are insured against claims based on sexual molestation, assault and/or harassment and this must be noted on the certificate of insurance.
    - TULIP (Tenant User Liability Insurance Program) offers coverage for claims based on sexual molestation, assault and/or harassment, if the outside group's policy does not.
    - Please consult the Conference Services section of our website at www.rider.edu/conferences for more information on the items listed above and additional resources.