

Volume E4: Event Planning and Space Management	<h2 style="margin: 0;">E4.2</h2> <h1 style="margin: 0;">FEES AND CHARGES FOR FACILITY USE</h1> <p style="margin: 10px 0 0 0;">Effective Date: 03/04/15</p>	Responsible Office: Student Union, Event, and Conference Services
	Responsible Officer: Director of Student Union, Event and Conference Services	

POLICY STATEMENT

Users of Northeastern Illinois University (the “University”) facilities and grounds shall be assessed usage fees and charges, under certain circumstances, to offset expenses incurred by the University in support of the user’s activities. Additionally, the University will allow admission fees for programs, events and activities under certain circumstances.

PURPOSE OF THE POLICY

This policy is created to establish responsibility for charges and related expenses incurred by events occurring or located on the main campus. This policy also addresses how and when admission fees will be assessed.

WHO IS AFFECTED BY THIS POLICY

All students, faculty, staff, and non-University individuals.

DEFINITIONS

Fee: Payments for professional services or a sum paid for a privilege (as in an ‘admission fee’).

Charge: An expense or cost.

REGULATIONS

1. The Office of Student Union, Event, and Conference Services shall be responsible for negotiating rates for all usage charges and/or fees related to facilities and grounds. Programs and activities organized and scheduled through departments will be assessed a negotiated rate between \$0 and the amount set forth in the Schedule of Charges (appended) depending upon the benefits of the program to the University mission. Available spaces under the scheduling auspices of the Office of Student Union, Event, and Conference Services are listed in the appendix.
2. Usage charges and fees may be waived or reduced by the President of the University if the President determines:
 - a. that the program benefits the University mission, and/or
 - b. the activity of the scheduling organization has a beneficial relationship to the University
3. Official University users (offices, departments, councils, committees, boards, Faculty Senate, Student Government, and University Boards) shall not be assessed facility/room usage charges and/or fees even if an admission or registration fee is charged for a scheduled event or activity. University users are subject to event related fees as outlined in this policy.



4. Other institutional users (approved student organizations, Alumni Association, NEIU Foundation, etc.) shall be assessed the scheduled usage charges and/or fees **only** if an admission or registration fee is required to gain admittance to the event. Departments shall be appropriately assessed for conferences to offset event related labor and parking expenses.
5. All assessed charges and/or fees are to be collected by the Office of Student Union, Event, and Conference Services and will be used to offset event related expenses.
6. Overtime and extra help expenses associated with events will be charged to the affected user as will expenses for supplies and special equipment.
7. Contracts involving obligations for space and facilities shall be signed by the appropriate agent of the University only after certification by the Office of Student Union, Event, and Conference Services that all facilities and spaces have been properly reserved and scheduled.
8. Events sponsored by a University department/organization that have incurred charges and/or fees must be paid to the Office of Student Union, Event, and Conference Services within two weeks of receiving the final invoice.
9. Events occurring outside of regular University operating hours and/or with estimated attendance of 100 or more people may be subject to additional charges and/or fees for labor, energy, security, parking, and other expenses.
10. During the hours the University is closed, special arrangements must be made for tempered air/ventilation, security and/or other services, for which an appropriate fee will be assessed at least 30 days prior to the event date.

ADMISSION FEES

1. Northeastern Illinois University students are not required to pay admission fees for activities sponsored by a University recognized organization unless the admission proceeds are used to:
 - a. defray the expenses of an event, or
 - b. generate revenue to accomplish the organization's stated purpose or fundraising goals
2. University organizations wishing to sponsor events with non-University recognized organizations shall have the express right to do so only if the proposed activity meets the following criteria as determined by the President or designee:
 - a. the program(s) presented must be of primary benefit to the University; and
 - b. the program(s) presented must not be of financial benefit to the non-University organization

PROCEDURES

1. The Office of Student Union, Event, and Conference Services will provide all clients with a quote for support services as the needs for an event are determined.
2. Client will accept and agree to the proposed charges and/or fees prior to any further event planning being carried out.
3. An invoice will be generated following the completion of an event and sent to client for payment. The Office of Student Union, Event and Conference Services will facilitate the collection of payment.
4. Admission fees will be charged following the conditions outlined within this document.



GUIDELINES

Northeastern Illinois University reserves the right to deny the use of its facilities and properties to any individual or organization whose activities or intentions are not consistent with the University's mission, policies or procedures, or are in violation of local, state or federal law.

AUTHOR REFERENCE

[Eastern Illinois University Policy #146](#)

APPENDIX

[Northeastern Illinois University Rental Rates](#)

RELATED POLICIES, DOCUMENTS, AND LINKS

[G1.2 Insurance for Use of University Facilities by Non-University Organizations](#)
[University Mission](#)
[E4.1 General Facility Use](#)

CONTACT INFORMATION

Please direct questions or concerns about this policy to:

Contact	Phone	E-Mail
Director of Student Union, Event, and Conference Services	(773) 442-4630	SUECS@neiu.edu

DISCLAIMER

The University reserves the right to modify or amend sections of this policy at any time at its sole discretion. This policy remains in effect until such time as the Responsible Officer calls for a review. Requests for exception to any portion of this policy, but not to the policy statement, must be presented in writing to the Responsible Officer.