Notes to Campus Meeting/Event Planners of VU Departmentally-Sponsored Functions

- There is typically no rental fee for academic classroom meeting space; however, lab space, athletic space and particularly event space in the Connelly Center, Dougherty Hall, and Garey Hall etc will usually require a rental fee. Other potential cost involved in this regard will also reflect any additional labor, equipment, etc that you would need to use the classroom or event space. In that case, the VU Facilities Dept, Connelly Center, etc would bill for their services rendered or an outside vendor may be needed to perform services (see VU Procurement Dept).

- Each individual, agency, organization or professional association involved, must provide a certificate of liability insurance from their insurer naming Villanova University as an "additional insured" on their policy for the duration of the event, or purchase an event insurance policy. Contact the Office of Conference Services or the VU Risk Management Office for further insurance-related terms, conditions and information.

- Departments and other campus faculty and staff should consider carefully the relationship of the partnering organization or the activity itself to the mission of the sponsoring unit. The University’s insurance policy is designed to limit risk management exposure for VU mission-related activity, not to cover the risk for an organization or an activity that is only marginally associated with the mission of VU or one of its departments. For example, a department or a faculty/staff member in the School of Engineering is probably only marginally associated with an outside organization that wants to stage a cultural entertainment event for its members, even though the Villanova faculty/staff person may be a member of the organization. If that is the case, the organization should be treated as any outside group which would provide a certificate of liability insurance and pay the standard fees to use Villanova’s facilities and/or services. Arrangements for such an event should be coordinated directly with the Office of Conference Services, 610-519-7580.

- A sponsoring department is responsible for making all direct contacts regarding any VU Facilities Dept work requests (tables, chairs etc), Connelly Center use requests, Catering requests, Registrar’s Office for classroom reservations, AV needs through the Media Tech Dept on campus and Guest Parking passes from Public Safety. Any charges for these services will be billed to a departmental budget.

- General meeting planning consultation and support, classroom/meeting space reservation advice, guest housing accommodations, and dining arrangements can be coordinated through the Office of Conference Services. In all matters meeting-related, the Office of Conference Services is eager to provide counsel and assistance based on its campus meeting planning and hosting experience. Please contact ronald.diment@villanova.edu.