

Coppin State University

Events and Conference Services Policy

Issuing Office: Business and Auxiliary Services

Effective Date: October 27, 2025

1. Purpose

The purpose of this policy is to establish clear and consistent guidelines governing the use of university facilities for events, meetings, conferences, and programs. It ensures equitable access to campus spaces, compliance with state and University regulations, and effective coordination of services that enhance the Coppin State University (CSU) experience and generate external revenue to support the institution's mission.

2. Scope and Applicability

This policy applies to all CSU departments, faculty, staff, students, alumni, external organizations, and individuals seeking to use University facilities for events or programs. It excludes classroom scheduling, which is managed by the Office of Records and Registration.

3. Definitions

- **University Event:** Sponsored by a CSU department or recognized student organization using a CSU account for all expenses.
- **Affiliated Event:** Sponsored in partnership with CSU by alumni, faculty, staff, or external nonprofit, government, or community partners.
- **External Event:** Sponsored by non-University individuals or organizations without CSU affiliation.
- **Client:** Any entity, individual, or group hosting an event under this policy.
- **Facility Use Agreement (FUA):** Contract authorizing the temporary use of University facilities.

4. Policy Statement

Events and Conference Services (ECS), under the Office of Business and Auxiliary Services, is the sole entity authorized to approve, schedule, and coordinate all non-academic events on university property. All users must comply with University System of Maryland (USM) policies, state and federal law, and all related CSU regulations. ECS manages space use by:

- i. Centralizing scheduling and approvals.
- ii. Maintaining consistent policies and fees.
- iii. Executing Facility Use Agreements.
- iv. Coordinating with Public Safety, Housekeeping, OIT, Parking, and Catering.
- v. Ensuring appropriate insurance and safety requirements.

5. Procedures

5.1 Event Categories and Requests

All event requests must be submitted through ECS using the appropriate online or paper form available at <https://www.coppin.edu/events-and-conference-services>

A. University Events (Departments and Student Organizations)

- Submit Department/Staff or Student Event Request Form at least two (2) weeks in advance.
- Requests must include event date, time, location, setup, and required services.
- Non-standard setups require an approved floor plan five (5) business days before the event.
- University events are provided space at no rental charge, but costs for security, housekeeping, A/V, or special services may apply.
- Food must be provided by Thompson Hospitality, CSU's exclusive caterer, unless written permission is given by Thompson Hospitality for alternative catering services.
- Large events (over 100 attendees or after 7:00 p.m./weekends) may incur additional labor charges.

B. Affiliated and External Events

- Submit a Non-University Rental Application Form to ECS at least 30 business days prior to the event.
- A non-refundable 25% deposit is required upon execution of the Facility Use Agreement (FUA).
- Full payment and certificate of insurance naming CSU as additional insured must be received 30 days prior to the event.
- Fees and deposits are subject to the current rate schedule published by ECS.
- All external events require a fully executed FUA before access to facilities.

5.2 Approval of Space Requests

ECS will evaluate all requests based on:

- i. Space availability and suitability.
- ii. Compliance with University priorities and policies.
- iii. Safety, security, and staffing requirements.
- iv. Timely submission of required documentation and payment.

The University reserves the right to deny requests that conflict with institutional operations or policies.

5.3 Client Responsibilities

Clients using University facilities must comply with all terms of the FUA and this policy, use only approved vendors, obtain catering through Thompson Hospitality, and adhere to all University safety and conduct standards. Failure to comply may result in event termination and denial of future access.

5.4 Cancellations

- University Events: Notify ECS immediately. Events requiring catering, A/V, or staffing must be canceled at least 72 hours in advance to avoid fees.
- Affiliated/External Events: Governed by the terms of the signed FUA.
- In cases of university closure or inclement weather, clients may reschedule without penalty.

5.5 Youth and Minor Programs

Programs involving minors must comply with Maryland Department of Health Youth Camp regulations (<https://health.maryland.gov/phpa/OEHFP/CHS/pages/yccertification.aspx>) and the USM Policy on Reporting of Suspected Child Abuse and Neglect VI-1.50 (<https://www.usmd.edu/regents/bylaws/SectionVI/VI-1.50.pdf>)

5.6 Marketing Tables

Requests for marketing tables must be made through ECS at least five (5) business days in advance. External vendors must provide insurance and an approved FUA. Amplified sound must not disrupt classes or operations. Credit card vendors and tobacco, alcohol, or firearms promotions are prohibited.

5.7 Charging Fees for Events Held on Campus

A. Charging Fees for Campus Events (University-Sponsored)

- All events held on campus must be formally reserved and approved through ECS.
- Fees may be charged for an event only when the event is properly registered and approved in advance.
- Any admission fee, ticket sale, or revenue-generating component must be disclosed during the reservation process and approved as part of the event authorization.
- Ticketed events must use the University's official ticket service platform.
- The University reserves the right to assess staffing costs, security, technical services, and other operational charges associated with the event.
- All financial transactions must comply with CSU's fiscal policies, including proper handling of funds, contracts, insurance requirements, and applicable state regulations.
- Charging admission without formal approval constitutes unauthorized commercial activity on University property.

B. External Clients Charging Admission or Fee

- External organizations or individuals seeking to host an event at Coppin State University and charge others to attend must:
- Execute a formal Facility Use Agreement (FUA) through ECS.
- Disclose in advance that the event will include ticket sales, admission charges, or fees.
- Receive written authorization to conduct revenue-generating activity on campus.
- Comply with all University requirements related to insurance, security, risk management, food service, alcohol (if applicable), and vendor approvals.
- External clients may not independently advertise, promote, or sell tickets for events on University property without prior contractual approval.
- Additionally, University space may not be used as a pass-through or “front” for third-party commercial activity without proper authorization.

C. Enforcement

Failure to obtain appropriate approval for charging admission or conducting commercial activity on campus may result in:

- Cancellation of the event reservation
- Revocation of facility use privileges
- Additional administrative action as deemed appropriate by the University

5.8 Services and Support

Room Set-Ups: Standard setups are included; non-standard layouts may incur labor costs. Fees follow ECS rate schedule.

Audio-Visual: Coordinated through ECS; University events during business hours are no charge.

Housekeeping: Standard cleaning included; additional services billable per ECS schedule.

Catering & Alcohol: Provided by Thompson Hospitality; alcohol requires approval from Director of Business & Auxiliary Services and Chief of Police/Director of Public Safety.

Parking & Transportation: Coordinated through PTS; event-related parking is billable.

Other Services (as needed): Coordinated through ECS.

6. Responsibilities

- Events & Conference Services (ECS): Approve and schedule all non-academic events; execute FUAs; coordinate services; maintain rate schedule.
- Campus Police/Office of Public Safety: Determine security coverage; approve alcohol service; enforce policies.
- Thompson Hospitality: Provide exclusive food and beverage service.
- Parking & Transportation Services (PTS): Coordinate parking logistics and apply event-related fees.
- Clients/Event Sponsors: Submit timely requests; adhere to deadlines; ensure compliance.

7. Compliance and Enforcement

All event clients and University sponsors are subject to university policies, USM regulations, and applicable laws. Violations may result in event cancellation, loss of privileges, financial liability, or disciplinary/legal action.

Contact Information

Events and Conference Services

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