

PROCESS FOR REQUESTING FUNDING FOR COMMUNITY PARTNER
RENTAL OF UNIVERSITY FACILITIES

On 3-23-10, the President, advised by Cabinet, approved a process whereby University entities might request funding to subsidize the rental of University facilities by community partners for jointly sponsored events and meetings.

Guidelines for Subsidized Funding for Community Partner Facilities Rental

1. A COMMUNITY PARTNER FUNDING COMMITTEE shall be established and chaired by the vice president for external affairs or his designee.
2. An annual fund in the amount of \$80,000 shall be established to significantly underwrite and support the rental of University facilities by community partners.
3. The requesting group, organization or agency must be endorsed by a Department, School or the College. It is expected that any event/meeting will be jointly-sponsored by the Pacific and the community entity.
4. The event/meeting will be planned well in advance to request funds before the beginning of each semester to facilitate scheduling and permit adequate planning time for facilities (see Timeline below).
5. The endorsing University entity will assume University oversight of the event.
6. Raymond Great Hall will be the primary facility used for community events.
7. It is expected that the event/meeting will not be for profit-making purposes.
8. Any required set-up and catering costs must be paid in full.
9. A charge of 20% of the normal facilities rental fee shall be charged for a renovation and refurbishment fund for the facility.

Procedure for Requesting Funds

1. The department chair or dean of the sponsoring University agency shall submit a request to the Community Partner Funding Committee by the following timeline:

Upcoming Summer/fall Decisions Timeline (\$50,000 available)

- 3rd Monday in January—All external event applications are turned in for upcoming summer and fall partner events
- 1st Monday in February – All external events are approved or denied with supporting rationale from committee

Upcoming Spring Decisions Timeline (\$30,000 available)

- 3rd Monday in September – All external event applications are turned in for upcoming spring partner events
- 1st Monday in October – All external events are approved or denied with supporting rationale from committee

2. The proposal to the Committee will include the following:
 - A. Name and purpose of the event
 - B. Contact information for the persons responsible for organizing the event
 - C. Connection to Pacific's strategic initiative

- D. Details of the program to include date, time, number of participants, and University physical plant or catering services requested (these services are not subsidized)
 - E. Projected impact on campus and plans for participant parking
 - F. Department chair or Dean signature
3. Any event/meeting will need to be scheduled per the usual process with Conference Services, subject to facility availability. Physical plant and catering services must be requested through Conference Services and are not subsidized under this program. Every event/meeting will be responsible for a fee of 20% of the normal facility rental rate to contribute to a refurbishment and renewal fee for the facility. This fee may be made by the community partner or the sponsoring University entity. As with other groups, each community group must possess a valid certificate of insurance.
 4. The academic year 2010-2011 shall serve as a pilot year for the process and the process shall be evaluated by the Community Partner Funding Committee, in conjunction with conferences services, and a report submitted to Cabinet for decision on continuance of the fund for succeeding years.

April 12, 2010