

**Policy Title:** Conferencing and Facilities Usage Policy

**Applicability:** College Employees: Administrators, Faculty, and Staff

**Oversight Department:** Conferencing and Facilities Usage Policy – *Office of College Events and Conference Services*

**Purpose:** The purpose of this policy is to provide College employees with the criteria for approval of conferences and events on campus, and the associated procedures for usage of College facilities and resources.

**Effective Adoption Date:** March 11, 2010

**Policy Statement:** As an educational institution, Providence College may permit, sponsor, or host, full- or partial-day conferences and events on campus to support or enhance the intellectual life and mission of the College. The College desires to provide a safe and welcoming environment that complies with legislative, regulatory, and insurance mandates to ensure the effective operation of the College. Guidelines and a procedure manual to help conference or event facilitators comply with this policy have been developed (*Conferencing and Facilities Usage Policies and Procedures Manual*).

**Policy:** A conference or event is an organized gathering of a group of individuals—internal or external to the College community—for which reservable campus space is required. Overall authority to approve conferences and events rests with the President and his Cabinet, or their designees. The Office of College Events and Conference Services is responsible for ensuring compliance with legal and insurance requirements especially for events involving outside constituencies. Specific procedures and approval processes vary depending on the nature of the conference or event, and the population of participants. Full compliance with all procedures as outlined in the manual referenced above is required.