



Marietta College Conference Services Procedures and Policy Statement

Mission

The mission of Conference Services is to successfully promote and support Marietta College by offering use of available Marietta College facilities throughout the year to external groups and internal entities.

Goal

Conference Services is dedicated to promoting the unique settings and learning environments of Marietta College through effective and efficient coordination of various conferences, camps, meetings, professional development programs and other special events on campus. Conference Services is committed to delivering excellent service by providing a welcoming environment combined with professionalism and relevant information designed to create a positive experience making Marietta the destination of choice for all who use Marietta College facilities for their venue. Conference Services is also dedicated to educating the general public regarding the availability of Marietta College facilities in order to increase use and related revenue for the College. The events must be of high standard and fit within the mission of Marietta College.

Scheduling

All outside entities that come on Campus to provide a service (speaker, performer, concert, etc.) or any Marietta College entity that plans an event to bring the public on Campus must come through Conference Services to make an official event reservation. Events that do not need to come through Conference Services are Student Life, Admissions and Advancement events that are exclusively for alumni, current students, potential students, parents, donors, board of trustees and those events that are for current Marietta College employees.

Submit all facility requests by email to conferenceservices@marietta.edu or phone to 740.376.4735. The request will then be submitted to key personnel on campus for that facility to determine availability to fulfill the request.

After the availability of the facility is determined and approval is given for the location, the cost is determined. Depending upon the facilities used, other fees may be included but generally fees can include: facility fee, residence hall, fees, food charges, campus safety fees and administrative fees, depending upon the needs for the event.

A contract is then sent to the appropriate senior College official with an estimate of assessed fees for the event.

After approval is received from the senior College official, the contract and fees are sent to the requestor for signature. Following signatures by the College and the requestor, the event is added to the master event calendar for conference services.

Events

There are three types of events that occur on the Marietta College campus: Internal, Mixed Use and External. By broad definition the three (3) types are as follows:

Internal

- Event is performed or coordinated by a Marietta College entity and is for academic or service to the region use; not personal use.
- The Marietta College entity coordinating the activity must be involved and assure Conference Services that they will be present at the event by signing a Faculty/Staff Host Agreement.
- There will be no facility use fee if there is no registration or admission fee charged to participants. If fee is charged to participants, the event becomes “Mixed Use” (see description below), unless fee supports Student Life i.e. clubs, student organizations, academic or service to the region use.
- If the event is funded by grant money and grant provisions permit, a facility fee, equal to 50% of external facility fee should be included in the grant proposal.

Mixed Use

- Event is coordinated by a Marietta College entity that brings the outside entity on Campus.
- If registration or admission fee is charged to participants.
- Facility fees will be charged at 50% of the external facility use rate.
- Costs **could** include but not be limited to facility fees, residence hall fees, food charges, campus safety fees, administrative fees, etc.
- Coach Camps will be charged on a per head basis. The fee will be determined by Conference Services and senior College officials for each fiscal year.

External

- Event is presented by non-Marietta College entities.
- Cost of facility use will be charged at full rate of current facility use fees, \$100 minimum fee.
- Costs **will include**, but not be limited to all fees that apply to the event such as a facility fee, residence hall fees, food charges, campus safety fees, administrative fees, etc.
- All participants or guests are subject to the rules and regulations as set forth in the Welcome Handbook as applicable to their particular event, camp or conference.

These are broad definitions that govern the use of Marietta College facilities. Some events may need special consideration. Fees for those special events will be derived and determined based on all specifications required for the particular event of concern.

Reciprocal Agreement

A reciprocal agreement will be in force for use of Marietta College athletic facilities by area high school athletic departments. Circumstances are deemed necessary from time to time for use of Marietta College facilities for their practice due to needs arising out of timing, training and availability of their own facilities. This would be reciprocated by those schools for Marietta College’s use when the need would arise. Proper Certificates of Insurance will be required before use.

Insurance

All events on Campus, unless categorized as Internal, are required to provide a Certificate of Insurance to cover the event dates and name Marietta College, its trustees, officers and employees as additional insured. The attached explanation of “Required Certificate of Insurance” will serve as notice of the required coverage. This Certificate of Insurance must be received in the Conference Services office three (3) weeks prior to the event.

Contact... To request an event, contact the office of Conference Services by email or phone to initiate your facility use request. Requestor will receive a confirmation of request by email. Email facility use requests to: conferenceservices@marietta.edu or 740.376.4735.