

UNIVERSITY OF DENVER EVENTS

AUTHORITY The following definitions and policies have been approved by the Chancellor and the Provost of the University of Denver (“University”).

APPLICABILITY This memorandum applies to all University faculty, staff and students. It also applies to all external clients.

SUMMARY This memorandum summarizes policies for events held on University property by a University Department or an external client. It also summarizes policy for events sponsored by a University Department held off campus. More detailed policy information is located at <http://www.du.edu/events>. All categories of events defined in this document will be coordinated by Events Managers and Events Coordinators.

1. **DEFINITION.** A “University Event” is a program or activity held on University property or sponsored by the University and held off campus, whether in a classroom, conference room, lecture hall, performance hall, sports venue, off campus site or outdoor area, for a common purpose in keeping with the University’s mission of Pioneering Excellence. *Specifically excluded from the definition of “University Event” are academic classes included in or associated with the established curriculum of courses listed at the University.*
2. **CATEGORIES OF UNIVERSITY EVENTS.**

Events are categorized into Internal Events and External Events.

- **Internal Events** – An “Internal Event” is any event that is planned, hosted or sponsored by a University school, department, organization, association or club. The venue rental and other expenses associated with Internal Events are paid for through a University budget. Internal Events may be an invitation only event, a ticketed event or a non-ticketed event. Under this category the Department assumes all risk on behalf of the University and is therefore, is responsible for the deductible (\$50,000) for any insurable loss. Internal Events may include, but are not limited to:

- o Academic Related Events. An academic related activity planned, hosted or sponsored by faculty and/or students that is not included in or associated with the established curriculum of a class listed at the University (e.g., special guest lecture series or panel discussion).
- o Administrative Events. An Administrative Event is a departmental, or other such University gathering, that may be social in nature such as department luncheons, picnics, receptions, or holiday parties or group business and/or administrative planning or professional training.
- o Campus/Community Events. An event presented by a University school, department, organization or association that is open to University students, faculty, or staff, as well as members of the public, such as Newman Center Presents series, Bridges To The Future, athletic events, NCAA Division I athletic and club sporting events, University Programming Board events and graduations, practices, clinics, camps and sponsor & donor relations events for the University and visiting institutions.
- o Summer Camps that include lodging in a University dormitory.
- **External Events** – An “External Event” is any event that is hosted or sponsored by a third party individual or organization. The venue rental and other expenses associated with External Events are not paid for through a University budget and the individual or organization bringing the event must supply a Certificate of Insurance which meets the requirements of the University’s Risk Management Department. External Events may be an invitation only event, a ticketed event or a non-ticketed event. External Events may include, but are not limited to:
 - o Performances, lectures, receptions by community organizations and individuals
 - o Weddings (including weddings of University staff, faculty and students)
 - o Conferences
 - o Athletic Contests not associated with University programs, i.e. boxing, Stars of the U.S. Olympic Teams, Harlem Globetrotters and others.



3. **EVENT TYPE.**

Internal Events and External Events fall into one of the following three Event Types:

- Invitation Only Event. An event that is only open to invited guests (e.g., University donor or alumni events, administrative or special program events, VIP receptions, memorial services).
- Ticketed Events. An event for which tickets are sold. All Ticketed Events must be ticketed by the University through its in-house ticketing system and the ticketing process will be governed by, all of University's ticketing policies and procedures, including those of Ticketmaster.
- Non-Ticketed Events. An event for which tickets are not required.