

## Procedures for Events on Campus

Pursuant to Southern Methodist University [Policy 6.4 Use of University Facilities by University Non-University Individuals and Organizations](#), the University adopts the following Procedures for Events on Campus.

### Educational Purpose / Mission of the University

The Facilities of Southern Methodist University (the “University”) are private property and are to be used to carry out the mission of the University, creating, expanding and imparting knowledge through teaching, research, and service. Use of University Facilities will be permitted when consistent with the University’s mission and with the University’s status as a tax-exempt, non-profit education institution. Facilities use must conform to all applicable laws and regulations. The University reserves the right to deny use of its Facilities to any individual or organization.

### Definitions

**Casual Catering:** consists of boxed lunches, and/or grab-n-go setups. This definition does **not** include served buffets. Examples include but are not limited to sandwiches, pizza, and meal trays. See a [complete list of pre-approved vendors](#) from SMU Purchasing under the Casual Catering tab. The use of this preferred provider list only applies to SMU Departments using a University budget fund and org.

Student groups should refer to the information on Mobile Food Units (MFUs) and outside caterers described below.

**Certificate of Insurance (COI):** a document prepared by a vendor’s insurance carrier detailing the coverages, limits and effective dates of the vendor’s insurance.

**Event:** any event or other activity of University and non-University individuals and organizations scheduled in a Venue. Events include but are not limited to meetings, conferences, study groups, rehearsals, practices, receptions, catered meals, screenings, ceremonies, performances, athletic games, and lectures. Events are further categorized by SMU’s Public Safety Standards. Credit and non-credit academic classes are not “Events”.

**Event Lead:** any person who is the main contact for Venue operations for a school, department or division.

**Event Planner:** any person who schedules, plans, facilitates or organizes an Event.

**External Event:** any event or activity held on the SMU campus, in any SMU facility, building, or space, that is organized by a non-SMU affiliated individual or group. For purposes of these procedures, this includes third-parties such as SMU alumni, vendors, donors, non-profit and/or for-profit organizations and businesses. The majority of the participants are not SMU employees or students.

**Facilities:** the land, buildings and other facilities of Southern Methodist University.

**Facility Use Agreement:** an agreement for the use of a Venue.

**Internal Event:** any event or activity planned and executed by an academic or business unit division/department, faculty/staff group, University administration or chartered student organization, in any SMU facility, building, or space, where a majority of the participants are SMU employees or students.

**Mobile Food Unit (MFU):** a vehicle-mounted, self or otherwise propelled, self-contained food service operation designed to be

### Audio-Visual

Audio-visual equipment required in addition to equipment permanently located in a Venue must be requested through the indoor or outdoor event support request form in STABLE.

### Catering

Indoor and Outdoor Events must use SMU Catering unless an exception is pre-approved by the Director of Purchasing and the Associate Vice President of Campus Services. SMU Catering is the exclusive caterer for Events in Moody Coliseum, Miller Event Center, McFarlin Memorial Auditorium and the Martha Proctor Mack Grand Ballroom. No other catering companies are allowed in those Facilities.

See a [complete list of pre-approved vendors](#) from SMU Purchasing under the Casual Catering tab. Requestor must use the comment box in STABLE to provide the name of the vendor(s), if the food is being delivered to campus or picked up at an off-campus location, and the source of funds for the event (SMU departmental budget, funds allocated by Student Senate, or other). Any other documentation needed will be requested via email to the requestor.

External or Internal Events where the food is **not** being provided by SMU Catering should review and follow the requirements for Mobile Food Units (MFUs) or Outside Caterers described below.

Student Body (the official brand of SMU) is the only one allowed to be sold on campus. The Student Body is the only one allowed to be sold on campus. The Student Body is the only one allowed to be sold on campus.

Government Relations, General Counsel and Secretary. Event Leads may customize the Facility Use Agreement for their facility in accordance with their own policies and procedures with approval from the Senior Contracts Administrator and Office of Legal Affairs.

### **Emergency Response**

All Event Planners and Event Leads must have an emergency response awareness plan in the event of natural hazard, or other emergency resulting in bodily injury or property damage. Please review the information provided on the Emergency Management & Fire Safety [website](#). VIP and complex Events may require an Emergency Operations Plan. Inquiries for VIP and complex Events require a minimum advance notice of one month and may be made to the SMU Police Department or the Office of Risk Management (ORM)/Emergency Management.

### **Fees**

A Venue fee will not be charged for any Event if the attendees are mostly SMU students, faculty or staff. Any

SMU Catering must approve ALL MFUs prior to an event. SMU Hospitality will acknowledge receipt of the request within three business days of the Indoor or Outdoor Event Support Request submission.

- o The requestor should carefully review the Outdoor Reservable Spaces on the [campus interactive map](#) prior to submitting an outdoor event request that will have one or more MFUs:
- o MFUs are not permitted at all outdoor reservable locations.

If requesting Class III or IV MFUs for an indoor event, the requestor must receive approval from SMU Hospitality, Parking, and the Office of Risk Management PRIOR to submitting an Indoor Event Support Request form in STABLE.

- o See the Event Management website [FAQs](#): “May I have a food truck or food cart at my indoor event?”
- o These types of requests should be made at least 3 weeks prior to the event to ensure each department has sufficient time to review.

If a Vendor cannot produce a Dallas County Mobile Food Permit, please see the requirements under Outside Caterer.

Sterno (or any other brand of jellied, denatured alcohol burned directly in a can) is not allowed on campus unless serviced by SMU Catering.

### **Outdoor Events**

University Facilities include several outdoor areas which are, in a general sense, “open to the public.” University Facilities are private property and outdoor spaces are not available for rent. Outdoor Events on the SMU campus must be submitted for approval through STABLE. Only active SMU faculty, staff and students have access to STABLE and all Outdoor Events must be submitted and approved prior to the event.

### **Outside Caterer**

The use of outside caterers for both Indoor and Outdoor Events must be approved in advance by the Director of Purchasing and the Associate Vice President for Campus Services. If the **vendor will be present on campus** preparing or serving food or drinks, the vendor must provide the following documentation:

1. Approved application for a University Park Temporary Event Permit (at their expense):
  - o Permit will trigger an onsite Dallas County Inspection during the event
  - o Permit has a 2-week minimum lead time per University Park
  - o Permit will require the vendor to rent a hand washing station (triple sink), and potentially other items
2. A Certificate of Insurance (COI) meeting SMU’s requirements.

If the food or drinks **will be delivered by or brought to campus** from vendor:

1. They must have a Food Establishment Permit
2. Their most recent Health Inspection Report must be 90 or above

Requestor must use the comment box in STABLE to provide the name of the vendor(s), if the food is being delivered to campus or picked up at an off-campus location, and the source of funds for the event (SMU departmental budget, funds allocated by Student Senate, or other). Any other documentation needed will be requested via email to the requestor.

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## **Parking**

Events held on the SMU campus are expected to comply with all [policies and procedures](#) established by the Office of Parking and ID Card Services. All requests for Event parking must be entered into STABLE for approval.

## **Photography and Video**

All SMU Marketing and Communications digital assets are subject to copyright terms set by the University. Permission is granted for use by the University community only and is not transferable for further use – print or electronic – without the approval of the University’s Office of Marketing and Communications. Assets may not be given or sold to other parties without the permission of the University’s Office of Marketing and Communications, in consultation with the Office of Legal Affairs. Outside production companies, photographers, filmmakers, and others interested in using the SMU campus for filming or photography must contact [SMU Photography Services](#) to make a request.

## **Promotion and Marketing (Use of SMU Identifiers)**

All SMU logos are owned by the University, and available for license exclusively through the University’s Office of Marketing and Communications. Logos must not be produced independently. The SMU logo may not be used with any product, Event or organization not sponsored or sanctioned by the University. Use of the logo for Events or initiatives co-sponsored by the University and outside organization requires the permission of the University’s Office of Marketing and Communications. Please refer to [SMU Brand Guidelines](#) for questions pertaining to the use of logo, school colors, and trademark.

## **Protection of Minors**

Any employee, camp operator or other person working on a program that offers recreational, athletic, religious, or educational activities for those not enrolled at SMU and that is operated by or on the SMU campus must successfully complete an approved training and examination program on sexual abuse and child molestation. Texas Education Code, [Section 51.976](#), outlines those legally required to complete the training. More information can be found at on Risk Management’s website relate to [Protection of Minors](#).

## **Security Requirements**

Individuals and organizations conducting events that require police or security resources must complete security needs with the SMU Police Department by completing the [SMU PD Security Event Request form](#).

SMU Police Department personnel are available to assist with planning and coordinating event security needs.

## **Signing Authority**

The Board of Trustees, President, Senior Vice Presidents, or Vice Presidents establish contract signature authority for Event Leads and their supervisors. The Vice President for Legal Affairs, in consultation with the Senior Contracts Administrator and the appropriate Dean and Vice President, will provide information about the extent of each Event Lead’s authority. This will allow the Event Lead and Dean or Vice President to execute Facility Use Agreements on behalf of the University, using the standard form approved by the Office of Legal Affairs. Any agreement not in standard form must be approved by the Office of Legal Affairs.

## **Smoking**

Per [University Policy 1.19](#), smoking is prohibited in all University buildings and in other campus locations where a no smoking sign is posted.

## **Software**

Event Leads are required to use STABLE for all events. Doing so will allow the Office of Risk Management, SMU Police Department, and the Office of Facilities Planning and Management to view the details of the event.

## **Sponsorship**

Any Event held on campus by a non-campus entity (any group that is not a chartered student organization, division/department, faculty/staff group or University administration) must be sponsored by an appropriate entity on campus. Sponsorship must be obtained in writing and provided to the appropriate Event Lead. Sponsorship by a chartered student organization will require a signature from the organization's faculty/staff advisor.

## **VIP Events/VIP on Campus**

If organizers of Events sponsored by campus departments and units wish to include 1) members of the SMU Board of Trustees, 2) major donors to the University, or 3) large groups of alumni and parents, they are required to confer with the leadership of the DEA units **Program Services and Donor Relations** and **Alumni Giving and Alumni Relations** to ensure the appropriateness of including these groups as well as the accuracy of the invitation data.

## **Vendors**

Any vendors used must be approved by Purchasing. [Preferred and exclusive providers](#) have met SMU's contracting and insurance requirements. Any vendor not designated as a preferred or exclusive provider must have either a contract or purchase order and provide a Certificate of Insurance to the Office of Risk Management.

Each Venue may have additional building specific procedures.

These procedures do not apply to the SMU-in-Taos campus.