

**VILLANOVA UNIVERSITY OFFICE OF CONFERENCE SERVICES**  
**Galberry Hall / 610-519-7580**

Notes to Campus Meeting/Event Planners of VU Departmentally-Sponsored Functions

- There is typically no rental fee for academic classroom meeting space; however, lab space, athletic space and particularly event space in the Connelly Center, Dougherty Hall, and Garey Hall etc will typically require a rental fee that can be discounted. Any other potential costs involved in this regard will reflect any additional labor, equipment, etc that could be needed to use any space on campus. In that case, the VU Facilities Dept, Connelly Center, Conferences Services, etc would bill for the cost of any rental or services rendered. If sponsored, the outside entity can be exempt from PA state occupancy tax (normally required from both for and nonprofit organizations) on the cost of any campus space or housing rental for a period of less than 30 days.
- Regardless of whether there is any fee for rental of any space on campus, each individual, agency, organization or professional association involved, must sign a VU facilities use agreement and provide a certificate of liability insurance from their insurer naming Villanova University as an "additional insured" on their policy for the duration of the event, or purchase an event liability insurance policy. Contact the Office of Conference Services or the VU Risk Management Office for further insurance-related terms, conditions and information.
- Departments and other campus faculty and staff should consider carefully the relationship of the partnering organization/entity or the activity itself to the university. Sponsored activity status is designed to limit risk management exposure for VU-related activity that benefits the campus community. Even though there can be a relationship with an outside entity, sponsoring an external event that could be held anywhere does not necessarily constitute sponsorship or entitlement to sponsorship benefits. If that is the case, the organization should be treated as any outside group which would provide a certificate of liability insurance and pay the standard fees to use Villanova's facilities and/or services. Arrangements for such an event should be coordinated directly with the Office of Conference Services, 610-519-7580.
- A sponsoring department is responsible for making all direct contacts regarding any VU Facilities Dept work requests (tables, chairs etc), Connelly Center use requests, catering requests, Registrar's Office for classroom reservations, AV needs through the Instructional Technologies Dept on campus and guest parking passes from Public Safety. Any charges for these services will be billed to a departmental budget.
- General meeting planning consultation and support, classroom/meeting space reservation advice, guest housing accommodations, and dining arrangements can be coordinated through the Office of Conference Services. In all matters meeting-related, the Office of Conference Services is eager to provide counsel and assistance based on its campus meeting planning and hosting experience. Please contact [mckenzie.suber-robinson@villanova.edu](mailto:mckenzie.suber-robinson@villanova.edu).