



Lawrenceville and Princeton, NJ

CAMPUS EVENT CLASSIFICATION POLICY

Lawrenceville Campus

An **internal event** is one which is sponsored by a subset or affiliate of the University, which is recognized by the University, whose activities are directly related to its function. This may also include a Student Government Association (SGA) recognized student organization that has completed a Campus Life Student Event Registration Form. Examples include, professional organizations related to higher education where the University is a member in good standing; employee unions; departmental meetings/functions; Human Resources training sessions; SGA recognized student clubs and organization functions; Admissions/Continuing Studies recruitment events; faculty lectures, etc. Where a question exists in the classification of the event the appropriate Division Head will be sought for a final categorization. The internal client would:

- Complete and submit the Event Request form on the Faculty & Staff or Current Students pages on the Rider Website at least one week prior to the event. Event Requests submitted within seven days will be granted at the discretion of the Department of Auxiliary Services.
- Upon confirmation from the University Scheduler, the Director of Auxiliary Operations and/or the Manager of Event Services at ext. 7700, will approve and work with the event contact to plan set-up, additional facilities and/or custodial needs. (For internal student events final approval will come from the Office of Campus Life)
- The event contact person is responsible for contacting the OIT Help Desk at ext. 3000 and Aramark at ext. 5274 on their own for their audio-visual and catering needs. The Auxiliary Services above are available to assist Academic Departments with large scale event logistics.
- There are no contracts to sign and the University insurance coverage is in place in the event of any claim.
- Signage for all events must be approved by the Department of Auxiliary Services, the Office of Campus Life and the Office of University Communications. Outdoor signs, once approved, will be placed in designated areas by the Facilities Department.
- Please consult the campus event planning section of our website at www.rider.edu/campuseventplanning for more information on the items listed above and additional resources.

An **external event** would be a program by which there is no Rider University sponsorship, i.e. a New Jersey Youth Soccer Association banquet or competition; Princeton Theological Seminary meeting; a staff member's church group event; a coach's private camp(s); a staff member who serves on a board of an organization wishing to hold a meeting, etc. The event contact person would:

- Contact the Director of Auxiliary Operations, Associate Director of Conference Services, or the Manager of Event Services at ext. 7700.

- These groups must sign a facilities usage agreement which Conference Services will provide.
- These groups are charged for renting facilities, additional services and staffing costs (non-profits and alumni receive a discounted rate). Not for profit groups must provide proof of registered status prior to the event date.
- These groups must submit evidence of insurance with a carrier and with coverage approved by Rider with minimum protection of \$1 million of general liability insurance ¹and \$5,000 of medical accident coverage. A valid policy must be submitted to Conference Services at least 7 days prior to the event date for final approval. Failure to provide sufficient insurance within the given timeline may result in the cancelation of the event.
- If groups do not have the needed coverage, Rider can assist them in applying for it. Groups may purchase event coverage with minimum protection of \$1 million of general liability insurance and \$10,000 of medical accident coverage with TULIP (Tenant User Liability Insurance Program), which provides a user-friendly, inexpensive, online process to purchase coverage just for the event - <http://urmia.bene-marc.com>. This application is generally processed within three days.
 - When an outside group's program involves participants and/or staff under 18, Rider requires insurance that states that the program(s) operated under this policy are insured against claims based on sexual molestation, assault and/or harassment and this must be noted on the certificate of insurance.
 - TULIP (Tenant User Liability Insurance Program) offers coverage for claims based on sexual molestation, assault and/or harassment, if the outside group's policy does not. Questions regarding insurance should be directed to the Assistant to the Vice President of Finance at ext. 5395.
 - Please consult the Conference Services section of our website at www.rider.edu/conferences for more information on the items listed above and additional resources.

Princeton Campus

An **internal event** is one which is held by a Westminster Department or current student and is sponsored by Rider University or is an academic requirement. The event contact person would:

- Contact the Assistant Director of Performance Management, at ext. 8308 who will reserve the room.
- The internal client would have to contact the OIT Help Desk at ext. 3000 and Aramark at ext. 8233 on their own for their audio visual and catering needs.

An **external event** would be a program by which there is no Rider University sponsorship, i.e. use of the facilities by an external group for a recording, a faculty member's private student giving a recital, church services, private auditions, competitions, festivals, education testing sessions.

- The event contact person would contact the Assistant Director of Performance Management.
- These groups must complete an Agreement for Use of Facilities of Westminster Choir College of Rider University.
- These groups are charged for renting facilities (non-profits and alumni receive a discounted rate).

¹ Due to the nature of the program, some events require additional insurance coverage and will be included in the client's contract.

- These groups must submit evidence of insurance with a carrier and in a form approved by Rider with minimum protection of \$1 million of general liability insurance and \$5,000 of medical accident coverage.
- If groups do not have the needed coverage, Rider can assist them in applying for it. Groups may purchase event coverage with minimum protection of \$1 million of general liability insurance and \$10,000 of medical accident coverage with TULIP (Tenant User Liability Insurance Program), which provides a user-friendly, inexpensive, online process to purchase coverage just for the event - <http://urmia.bene-marc.com>. This application is generally processed within three days.
 - When an outside group's program involves children (under 18), Rider requires insurance that states that the program(s) operated under this policy are insured against claims based on sexual molestation, assault and/or harassment and this must be noted on the certificate of insurance.
 - TULIP (Tenant User Liability Insurance Program) offers coverage for claims based on sexual molestation, assault and/or harassment, if the outside group's policy does not.

For those interested in using the facilities at the **Westminster Conservatory**:

- The event planner would contact the Conservatory and would be provided a Space Rental Application to be returned. After completion of the Space Rental Application, a rental contract, insurance requirements and instructions for payment are then sent to the event contact person for completion and return to the Conservatory.
- These groups must submit evidence of insurance with a carrier and in a form approved by Rider with minimum protection of \$1 million of general liability insurance and \$5,000 of medical accident coverage.
- If groups do not have the needed coverage, Rider can assist them in applying for it. Groups may purchase event coverage with minimum protection of \$1 million of general liability insurance and \$10,000 of medical accident coverage with TULIP (Tenant User Liability Insurance Program), which provides a user-friendly, inexpensive, online process to purchase coverage just for the event - <http://urmia.bene-marc.com>. This application is generally processed within three days.
- When an outside group's program involves children (under 18), Rider requires insurance that states that the program(s) operated under this policy are insured against claims based on sexual molestation, assault and/or harassment and this must be noted on the certificate of insurance. TULIP (Tenant User Liability Insurance Program) offers coverage for claims based on sexual molestation, assault and/or harassment, if the outside group's policy does not.