

**POLICY REGARDING JOINTLY-SPONSORED UNIVERSITY EVENTS**  
**(APPROVED 4/24/02; REVISED 10/15/03)**

University-Sponsored vs. Non-University-Sponsored Events

For many reasons, including budget and insurance and risk management, the University distinguishes between “*university-sponsored events*” and “*non-university-sponsored events*.” In brief, some events are clearly university-sponsored events (e.g., the Annual Pepperdine Lectures, Summer Youth Leadership Conference, etc.). These events, initiated by and directed by University officials, enjoy access to University facilities at minimal or no cost. Other campus events are not formally university-sponsored events. These educational events, sponsored by organizations, clubs, churches, external to the university, rent our facilities, typically through the Special Programs Office. These organizations are required to enter into a written agreement with the University and also pay fees for the use campus facilities, as determined by the Special Programs Office.

Jointly-sponsored Events

Some events are somewhat ambiguous because they are *joint* efforts of a University entity and an outside organization. For example, a unit of the organization (an academic division, for example) may invite a scholarly society or a professional organization to hold its meeting in University facilities. In this case the university unit (school, division, department, etc.) officially serves as the local host or as the “local arrangements” entity. Such events *may* qualify as “university-sponsored events” under certain conditions, outlined below.

Qualifying as a University Event

A jointly-sponsored event may qualify as a “university event,” and therefore receive facilities and other benefits, if the event meets all of the following criteria:

1. A university unit (a school, a division, a department) invites and hosts the event. The event must come to campus through the sponsorship and encouragement of a University unit. Examples: The Division of Natural Science agrees to host a meeting of Southern California science educators. The Humanities Division agrees to host the annual meeting of the Renaissance Society of America.
2. The event supports the central mission of the University and is a clear benefit to the University. The event contains an academic or educational feature that supports the University’s central purposes. (E.g., the event clearly enhances the academic reputation of the University.) Example: The School of Law hosts a conference of law professors from religiously-affiliated schools of law.
3. A university unit (e.g., a school, a division, a department, a senior administrator, etc.) has significant involvement in or oversight of the event. The university unit,

in effect, serves as “the local arrangements” organization. Example: The Dean of Seaver College agrees to host and serve as local arrangements chair of a national meeting of the Alpha Chi honor society.

To summarize: If a unit within the University invites an organization to meet in University facilities, if the University’s mission is supported through the hosting of this meeting, and if a unit of the University has substantial responsibility for overseeing the conduct of the meeting, then this event may qualify as a “university-sponsored event.” It may enjoy certain financial benefits and privileges regarding facilities.

On the other hand, most groups, organizations, clubs, churches, athletic camps, business entities, etc. that rent our facilities for educational purposes (as through Special Programs) do not qualify as "university-sponsored" events. These latter organizations are responsible for securing a written agreement with the University and will pay rental fees as determined by the director of Special Programs or the Provost’s Office.