

CLIENT TYPES: INTERNAL, HOSTED, AND EXTERNAL

For the purposes of facility/grounds use privileges, scheduling priority, responsibilities, fees, and liability insurance coverage, Lewis & Clark makes the following distinctions:

INTERNAL CLIENTS—Use Priority 1

1. Lewis & Clark departments, programs, and student organizations are considered internal clients for whom the College commits space, staff, and financial resources in support of events, meetings, symposia, and conferences they initiate throughout the year.
2. Lewis & Clark will absorb the cost of using venues for the event or conference (utilities, administrative costs, event staff labor), provide and set tables/chairs (as available) from College inventory, and provide liability insurance coverage for the event as defined in the College's liability insurance policy.
3. Internal Clients may incur additional charges (e.g. media services equipment, cleaning deposits, technical support staff, catering, and/or any other goods or services) that may be required to accommodate the event.

HOSTED CLIENTS-Use Priority 2

1. Should an internal client desire to host an external organization on campus for an event (e.g. a separate non-profit, professional association, or profit-making organization), Lewis & Clark must derive benefit from holding the event on campus or from affiliation with the organization associated with the event.
2. When an event is hosted on campus, event planning is primarily the responsibility of the hosted organization for determining content, agenda, and the hosted organization incurs the cost for event.
3. Rental fee required, but may be waived or discounted at the discretion of the Vice President/Provost or designate in consultation with internal host.
4. The Lewis & Clark internal client hosting the organization on campus is responsible for organizational logistics in consultation with hosted group and appropriate event staff member(s).
5. Internal clients bear specific responsibilities in relation to their hosted events, which may include additional costs associated with the event, as well as other requirements as noted below in Responsibilities of Event Planners.
6. Event liability insurance is normally required. The Vice President/Provost or designate may only waive this requirement if it is determined that the event or presence of the external organization poses nominal risk to Lewis & Clark facilities and people. When liability insurance is required, it will be the responsibility of the hosted organization through either a certificate of liability insurance from the hosted organization indemnifying Lewis & Clark or the purchase of event specific liability insurance through an insurance provider. Event staff will assist hosted clients as necessary in this process.

EXTERNAL CLIENTS-Use Priority 3

1. External clients rent College space when it is available, pay stated rental fees, absorb all costs associated with their use of College facilities. A certificate of liability insurance is required indemnifying Lewis & Clark/ or purchase of event specific liability insurance through insurance provider, in consultation with appropriate event staff member(s)*. Revenue generated from such rentals supports the College's general fund.

*Lewis & Clark conference and event staff members will assist hosted groups and external clients in contacting Tenant User Liability Insurance Protection (TULIP) to purchase necessary event liability insurance. The hosted or external group is listed in this policy as the insured, pays the premium, and Lewis & Clark is included as an additional insured for the period covered. See Conferences/Events staff for assistance

RESPONSIBILITIES OF EVENT PLANNERS (INTERNAL CLIENTS)

1. Complete an online *Event Planning Form* listing details about the proposed event and naming the primary College contact and alternate.
2. Reserve the facilities/grounds that will be used for the event through the Office of Conferences and Events. If a classroom or other academic space is needed, events staff will consult with the appropriate Registrar office to make such arrangements.
3. If planning to serve or cater food or beverage in a College facility, contact Bon Appétit Food Service. No other caterer may be used without completion of the online *Food Service Waiver Form* and authorized consent by the Office of the Vice President and Provost or designate.
4. If planning to serve alcoholic beverages at the event, complete an online *Alcohol Use Approval Form*. Conditions of use are governed by the College's *Alcohol and Other Drugs* policy, with attendant use procedures, and having an Oregon Liquor Control Commission (OLCC) licensed server(s) to serve the alcoholic beverages on the Lewis & Clark College campuses.
5. Pay for additional costs (e.g. media services equipment, cleaning deposits, technical support staff, catering, and/or any other goods or services) that may be required to accommodate the event.
6. The College event planner/designate is the primary contact for all event-related planning and coordination with the Conferences and Events Office and must be present at all times during the course of the event to take care of any complications that may arise and to take necessary action to alleviate problems. This includes ensuring that event participants abide by College policies.
7. If a College event planner is unable to adhere to the provisions listed below, the College reserves the right to refuse use or rental of space, at the discretion of the Office of the Vice President and Provost or designate.
8. Should a College event planner not follow through as agreed herein, the College may, at the discretion of the Office of the Vice President and Provost or designate, bill the sponsoring department, program, campus organization the stated rental rate for external clients and all other associated costs.

	Internal Groups	Hosted Groups	External Groups
Definition	<ul style="list-style-type: none"> Meetings, events and educational programs planned by current faculty, staff, and/or recognized student organizations. Includes co-curricular activities associated with a course number. Internal event planner or organization is responsible for content or curriculum of event. Internal event planner or group organizes and coordinates logistics with appropriate event staff member(s). 	<ul style="list-style-type: none"> Institution derives benefit from holding program on campus or from affiliation with the organization associated with the event. Hosted organization is primarily responsible for determining content, agenda, and costs for event. L&C internal hosting partner is responsible for organizational logistics in consultation with hosted group and appropriate event staff member(s). 	<ul style="list-style-type: none"> Non-institutional groups that exhibit an identifiable educational goal or mission not in conflict with Lewis & Clark mission. Riverdale High School use of facility and grounds in accordance with current contract with Lewis & Clark. Rental use by Lewis & Clark alumni/employees. Summer conferences/camps booked between June 1-August 1 annually.
Privileges	<ul style="list-style-type: none"> Use of facilities/grounds year round, subject to availability. 	<ul style="list-style-type: none"> Use of facilities/grounds year round, subject to availability 	<ul style="list-style-type: none"> Rental use of facilities/grounds year round when not in use by internal or hosted groups
Scheduling Priority	<ul style="list-style-type: none"> First priority for use. Year-round, subject to availability. 	<ul style="list-style-type: none"> Second priority. Year round, subject to availability. 	<ul style="list-style-type: none"> Third priority. Restricted in academic year. Bookings subject to other priority uses.
Obligations	<ul style="list-style-type: none"> Enumerated in Event Management Policy. 	<ul style="list-style-type: none"> Enumerated in Event Management Policy. Contract required in advance. 	<ul style="list-style-type: none"> Enumerated in Event Management Policy. Contract required in advance.
Fee	<ul style="list-style-type: none"> Cost of use venue (set-up, housekeeping, utilities, etc.) is covered by L&C. 	<ul style="list-style-type: none"> Rental fee stated in Event Management Policy. Required, but may be waived or discounted at the discretion of the Vice President/Provost or designate in consultation with internal host. 	<ul style="list-style-type: none"> Rental fee stated in Event Management Policy 30% discount on rental fee for Lewis & Clark employee and/or alumni use.
Additional costs to be paid by event planner (Event specific)	<ul style="list-style-type: none"> Extra media equipment Outsourced technical staff Bon Appetit catering Overtime setup/cleanup by facility services and housekeeping Others (event specific) 	<ul style="list-style-type: none"> Extra media equipment Outsourced technical staff Bon Appetit catering Overtime setup/cleanup by facility services and housekeeping Others (event specific) 	<ul style="list-style-type: none"> Media equipment rented Outsourced technical staff Bon Appetit catering Overtime setup/cleanup by facility services and housekeeping Others (event specific)
Liability Insurance	<ul style="list-style-type: none"> Institution liability insurance provided through College Liability Insurance Consortium (CLIC) policy. Subject to CLIC contractual definitions. 	<ul style="list-style-type: none"> Certificate of liability insurance or event specific insurance required. The Vice President/Provost or designate may only waive this requirement if it is determined that the event or presence of the external organization poses nominal risk to Lewis & Clark facilities and people 	<ul style="list-style-type: none"> Certificate of liability insurance required from hosted organization indemnifying Lewis & Clark/ or External group may purchase event specific liability insurance through insurance provider, in consultation with appropriate event staff.