

Event Category Definitions

Muhlenberg College

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I. Purpose and Overview

The primary purpose of the facilities at Muhlenberg is to support the mission of the College. The facilities at Muhlenberg College are reserved primarily for educational use, including but not limited to, instruction, research, public assembly, student activities and recreational activities as part of College programming. Accordingly, no event, internal or external, may interfere with currently scheduled academic classes.

Given current economic conditions, the College also must be effective at managing costs associated with facilities wear and tear, utilities and resources.

All facilities are the property of Muhlenberg College. No College academic or administrative department or student organization is permitted to negotiate the use of College facilities and services with external organizations, except in coordination with the Office of Seegers Union and Campus Events. All inquiries regarding the use of facilities, equipment and services by external groups, received by a College academic or administrative department or student organization should be referred to the Office of Seegers Union and Campus Events.

II. Event Category Definitions & Protocols

All events fall into one of three categories.

A. Internal Events

Definition: Programs and/or events that fulfill or support the mission of the College, are funded by College resources, and planned and supervised by a College department or recognized student organization in good standing. Under Internal Events, event logistics are managed by one designated College representative directly with the Office of Seegers Union and Campus Events.

If your event meets this criteria, please complete a Facilities Reservation Request Form (FRRF) and submit to the Office of Seegers Union & Campus Events.

B. Co-Sponsored Events

Definition: Programs and/or events that fulfill or support the mission of the College, are funded by College resources, involve one or more individuals or organizations outside the College, but are directly planned and supervised by a College department or recognized student organization in good standing. Muhlenberg College students, faculty and/or staff will account for 50% or more of the attendees of a Co-Sponsored Events.

All expenditures and revenues related to the program or event must be managed through a College account. Individuals or organizations outside the College may not use a Co-sponsored event to generate revenue or solicit for any funds. Under Co-Sponsored Events, event logistics are managed by one designated College representative directly with the Office of Seegers Union and Campus Events and related support offices.

Co-sponsored Events are not intended to enable third party individuals or organizations (External Events) to circumvent charges intended to cover direct costs associated with College facilities and resources.

If your event meets these criteria, please complete a Facilities Reservation Request Form (FRRF) and submit to the Office of Seegers Union & Campus Events.

C. External Events

Definition: Programs and/or events that are planned, managed and funded by an individual or organization outside the College (not funded by College resources); event sponsors may or may not have a connection to a College academic or administrative department, student organization, employee or student. Under External Events, event logistics are managed by one designated external organization representative directly with Conference and Events Services.

All External Events are centrally managed through the Office of Seegers Union and Campus Events. All inquiries for use of College owned facilities and resources by external groups should be directed to the Conference Services Manager in the Office of Seegers Union and Campus Events.

III. Questions or Comments

For questions about or assistance in determining which category your event falls into, please contact the Office of Seegers Union and Campus Events at 484-664-3494 or TeamSeegers@muhlenberg.edu. Once the event category is determined by the Office of Seegers Union and Campus Events, event sponsors will be notified on the course of action required to schedule their event and coordinate services based on the criteria listed above.