**Externally Hosted Events Process**

**East Carolina University**

**September 2014**

*Processing of All Externally Hosted Space Requests*

* Organizations and individuals wishing to utilize East Carolina University facilities who are not affiliated or sponsored by a University department or student organization (Externally Hosted) shall complete the [Externally Hosted Event On-Line Request Form](http://www.ecu.edu/cro/externalrequestform.cfm) found on the Central Reservation Office website [www.ecu.edu/cro](http://www.ecu.edu/cro)
* The Central Reservation Office shall serve as the designated entity with authority to provide an initial review of ALL Externally Hosted Event requests. The Associate Director of the Central Reservation Office will review External Requests to determine if an event supports the mission of the University and that the space request is appropriate for the type of event to be held.
* The initial review by the Associate Director of the Central Reservation Office will also include consultation of the Prioritized University Events list to ensure proposed event does not conflict with a University approved event.
* For those events meeting the [mission of East Carolina University](http://www.ecu.edu/cs-admin/chancellor/mission.cfm), the Associate Director will forward the request to the appropriate Sub-Scheduler responsible for processing.
* The Sub-Scheduler for the particular facility requested will work with the external organization to plan/organize the logistics for the event.
* Before final approval is granted, all Sub-Schedulers MUST coordinate the completion of the East Carolina University Facility Use Agreement for Non-University Users with the appropriate University Administrator with Delegated Authority signing the contract.

*Role of the External Events Review Group*

* When the Central Reservation Office determines an event does not clearly meet the mission of East Carolina University, the request is unclear, or it is determined the event needs additional review, the Externally Hosted Event Request will be forwarded to the External Events Review Group for approval.
* The External Review Group consists of those individuals who provide oversight for various aspects of facilities, event management, and policy compliance for the University. Group membership includes: Chancellor/Public/Community Relations (Locklear/Paynter), Central Reservation Office (Schulz/Campbell), Grounds (Gill), Facilities (Hill), Environmental Health and Safety (Lewis), ADA Compliance (Johnston), Parking and Transportation (Eastwood), University Attorney (Bonatz), Space Planning (Pilgrim-Dunn) and ECU Police (Sutton)
* The types of events likely to be forwarded to the External Events Review Group include:
  + Political Events (See [section 4.7.5 of REG 07.30.05 Use of University Facilities and Outdoor Facilities Regulation](http://www.ecu.edu/cs-ecu/PRR/customcf/pdf.cfm?policyNumber=07.30.05), that references process for requests to host political events)
  + Capacity has been reached for hosting additional events on campus based on approved events in the 25Live Reservation System
  + Unreasonable and/or Unclear Event Requests
  + Events that could be potentially sensitive or objectionable

*Regular Review of Externally Hosted Event Request Process*

* East Carolina University is committed to continuously improving the quality of its processes. The Externally Hosted Events Approval Process will be reviewed annually to ensure it is effectively meeting the needs those involved in the process.
* A Communication will be sent out annually to those Community Organizations who have been External Requestors in the past to inform them of changes in the facility/event approval process.