Policy title	Category
Technology Event Policy	Administration Business Office Information Technology
Owner CSIT	**Approved by** Ad Council

Purpose of this policy

CSIT is here to help facilitate all your special event technology support needs, we collaborate with many different offices to make sure we bring in all the services you need for your events. Our mission is to provide exemplary leadership and services aimed at the evaluation, development, and implementation of the technology applications as well as specialized technology and support of University sponsored Special Events that foster education, outreach, interest and goals of Nebraska Wesleyan University.

Policy statement

How to Request Event Support

Go to support.nebrwesleyan.edu, log in using Wesleyan credentials, select “Special Events (Technology Setup and Support)” and fill out the form or email our ticket system at support [at] nebrwesleyan.edu (support[at]nebrwesleyan[dot]edu) and include the event name, start date and time, end date and time, locations, and technology needed.

- All reservations need to be made, with finalized event details and approvals, no less than 10 business days prior to the event date.
- All cancellations need to be made no later than 12:00 p.m. the business day before the event date. If the event is on Sunday or Monday, the cancellation needs to be made by 12:00 p.m. on the Friday before the event date.
- Setups and Teardowns must be able to be completed between 7am and 9pm.

Priority in the event of a scheduling conflict is as follows:

NWU Academic use

Internal use- Administration, faculty and student-sponsored events

University-sponsored events

External groups

Recurring major campus events include, Commencement, Prairie Wolf Launch, All-Campus meetings, Board Meetings, Admission Events, Matriculation, and new student enrollment, etc. are planned years in advance and take priority over external events.

Blackout dates

Opening Week

First Week Both Semesters

Finals Week Both Semesters

Winter Break

Technology Available

PA System (Microphones and Speakers)

Projector, Screen, and Laptop

Tripod Mounted Camera

Prohibited Event Locations

Athletic Facilities

- Able Stadium
- Greeno Track
- Tennis Courts
- Swimming Pool

Student Center

- Point Dining Hall (Special permission required; Sunflower Room and Patio Dining Room permitted)

Rogers Fine Arts

- McDonald Theater

Residence Halls

Special Event Surcharges

(Average time for setup is 1 hour and teardown is 45 minutes based on technology needed)

Internal Setups exceeding one hour: $75/hr. per technician

External Setups: $125 per/hr. per technician

- Internal Technical operator during event: $75/hr. per technician
- External Technical operator during event: $125/hr. per technician

Off-campus and/or weekend setups

- Internal: $75/hr. per technician
- External: $125/hr. per technician

Denials

CSIT Staff reserve the right to deny AV usage to a group or event if the event scope is beyond the physical or technical abilities of our staff, facilities, or if security concerns cannot be addressed with reasonable staff coverage.

Reservation requests may also be denied if the organization or event conflicts with the University, State, or Federal policies or regulations.?

Late Cancellation

There is no charge for reservations involving a single room/space cancelled by 12:00 PM the business day before the event date. If the event is on Sunday or Monday, the cancellation needs to be made by 12:00 p.m. on the Friday before the event date.

Reservations involving multiple rooms/spaces on the same day or a single room/space on multiple days may be cancelled with no fee 5 business days in advance.

Fees for late cancelation are 50% of the external charge rate for Non-University and Co-Sponsored/Affiliate events, and 50% of the internal charge rate for University Departments and Recognized Student Organizations (RSOs).

No Show

Events are considered ‘no show’ when event participants fail to show up or cancel their event. Additionally, groups are not allowed to use the reserved space for functions other than originally reserved. Failure to show for events and/or use event space as originally confirmed will result in a no-show fee which may be up to 100% of the non-university rate (minimum 50%). Additionally, groups that are

considered ‘no shows’ may forfeit the ability to reserve space in the future.

Last revised date
November 30, 2023