



Roosevelt University

Campus Facilities Rental Program

Policy 5.1

Responsible Executive:
Assistant Vice President for
Administrative Services

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CAMPUS FACILITIES RENTAL PROGRAM

Recommendations put forth at Executive Council, May 3, 2006

1. Decisions to co-sponsor events with outside organizations should be made with a view toward enhancing Roosevelt's academic quality and institutional image. These questions should be asked:
 - a. How does this event connect with academic programming at Roosevelt, via a major, department, or institute?
 - b. Will the co-sponsorship be beneficial to Roosevelt in terms of external relations/outreach to target populations or their influencers?
 - c. Will Roosevelt students reap direct benefits of this event, such as waived registration fees, opportunities to assist in planning or execution, or interaction with field experts?
2. An event is truly co-sponsored if the Roosevelt department or college involved plays an active role in the planning and implementation of the program, works to ensure Roosevelt students will benefit, and has a presence at the actual event. The terms of co-sponsorship should be clearly agreed upon in advance with the outside organization, i.e., what costs Roosevelt will waive or underwrite, which tasks will be handled by whom, and so on.
3. A decision to simply request a rental fee waiver, while not the same as a co-sponsorship, involves asking the same questions as in #1 above, plus one additional question:
 - a. How and why is it beneficial to Roosevelt University to reach out to, welcome, or impress the organization involved, and how will we stand to benefit, in tangible and intangible ways?
4. Roosevelt University should be proud of its facilities and demonstrate this self-esteem and good stewardship by not being hesitant to request rental fee payment from outside entities when appropriate. Our rental fees downtown and in Schaumburg are very reasonable in comparison to local markets, and putting a modest price on this commodity may indeed demonstrate that we are conducting University business in a thoughtful, careful manner.