

Student Union & Event Services

Non-University Client Proposal Policy

The following policy outlines the procedures by which a non-university organization may request a cost estimate proposal for space in a Student Union & Event Services managed facility. This policy is in addition to the applicable policies outlined in the *Student Union & Event Services (SUES) General Reservation Policy*. Additional policies may apply per the specifics of the event.

1. Non-university organizations are encouraged to submit a request for proposal (RFP) via the online form on the Student Union & Event Services website. Inquiries may also be filed via phone, email, or walk-in means.
2. RFPs and reservation requests are processed on a first-come, first-served basis. However, existing contracts and reservations will be given priority over new RFPs for the same event dates.
3. Non-university organizations are subject to the priority reservations process and schedule. Though RFPs may be filed for future periods, exceptions to the scheduling process are granted on a case-by-case basis by the Director for Student Union & Event Services.
4. Submission of an RFP does not guarantee that event space will be assigned or reserved. The RFP serves to generate a cost estimate based upon the information provided and availability of requested facilities.
5. Student Union & Event Services reserves the right to reject any RFP that it determines is not in its best interest to fulfill.
6. A proposal will be generated on the best fit of event needs and available space within two (2) business days from receipt of a full RFP with event details.
7. The client must return a signed and initialed contract, deposit, and certificate of insurance within the time frames described in the contract for event space. Once submitted, the contract will be held to all applicable SUES policies and the *SUES General Reservation Policy*.
 - a. Contracts finalized forty-five (45) days out or less prior to the event date require a fully signed and initialed contract, as well as a deposit of 85% of the estimated event costs. Due dates will be specified within the agreement.
 - b. Contracts finalized more than forty-five (45) days in advance must return a signed and initialed contract and non-refundable deposit of 10% of estimated event costs. An additional deposit of 75% of the estimated event costs will be due 30 days prior to the event start date. Due dates will be specified within the agreement.
 - c. SUES reserves the right to require payment in full prior to any event.
8. If a contract is not returned during the time frames specified, rate and space availability may change, and/or the proposal may be voided.
9. Rates for services, products, and/or equipment provided by off-campus vendors and/or University support departments (e.g. Police Services, Parking Services, Aramark) outside of the SUES office are subject to change. Actual charges incurred during the event will be applied to the final invoice.

Exceptions to this policy should be presented to the Assistant Director for Sales & Business Operations, in writing, at least four (4) weeks prior to the event for consideration.