

FACILITY
POLICY
V. J. and Angela Skutt Student
Center and Mike and Josie Harper
Center

SECTION Reservations and Event Fees & Billing			NO. 4.1		
ISSUED April, 2007	REV. January 2011	REV. September 2012	REV. October 2025	REV.	REV.
POLICY Rental Usage			PAGE 1 OF 2		

PURPOSE: To assure all clients of the Skutt Student Center and the Mike and Josie Harper Center are aware of the customer tier assignments.

SOURCE: Skutt Student Center Advisory Board and Mike and Josie Harper Center Administration

POLICY: Below are the client tiers for which charges are based.

Group Types

Tier 1:

- CU Departments/Organizations (100% discount on room rental rate)
 - o Any University Department may reserve space for meetings and events at no charge, so long as the primary audience are members of the CU Community, it is not affiliated with an off- campus group (See Affiliate Group), and it is not charging a monetary fee (e.g. admission fee, selling tickets, registration fee, meal fee, etc.) to attend the event.
 - If the department does not meet the above requirements, they will receive a 50% discount on the standard room rate instead of a 100% discount.
- CU Recognized Student Organizations (100% discount on room rental rate)
 - o Any Recognized Student Organizations may reserve space for meetings and events at no charge, as long as the primary audience are members of the CU Community, it is not affiliated with an off-campus group (See Affiliate Group) and it is not charging a monetary fee (e.g. admission fee, selling tickets, registration fee, meal fee, etc.) to attend the event. If the student organization does not meet the above requirements, they will receive a 75% (student organization) discount on the room rate.

Tier 2:

- Affiliate Group (50% discount on room rental / contact table rate)
 - o Defined as any University Department or Recognized Student Organization wishing to sponsor another group's use of space (including contact tables) and underwrite the cost with personal or outside group funds. The reservations and all the details and modifications to the original booking must be made through an CU student/faculty/staff contact person. The CU student/faculty/staff contact person must be present at the event. All costs will be billed to the sponsoring department or

organization, and they are responsible for acquiring funds from the affiliate group.

- Non-Profit Organizations, State of NE Departments, Public School Districts (50% discount on room rental rate)
 - o Any non or not for profit civic or community groups, State of NE Departments, agencies, or subdivisions, and public-school districts. Documentation of status will be required. All costs will be billed to the non-profit organization, State of NE departments and/or Public-School Districts.

Tier 3:

- Commercial or Private Use (Full room rental rate)
 - o Commercial enterprises, businesses, and other for-profit groups, organizations or agencies not directly associated with the core mission of the University and are not affiliated with a University Department or Recognized Student Organization. All costs will be billed directly to the commercial or private use group.

Payment Information:

Remit payment to-

Creighton University CES
ATTN: Business Operations
2500 California Plaza, Swanson 136
Omaha, NE 68178