



## Rate Categories

### Related Policies and Requirements (rev. 1.6.2023)

The framework below is used to categorize each meeting and event to determine when rental fees apply for space and equipment. In addition to ensuring that space and equipment are used primarily by UMass Boston students and employees, these categories identify partnership events and external programs that require insurance and formal agreements to manage our liability and risk.

On average, 90% of the meetings and events booked on campus do not carry rental fees for space or equipment.

#### First Priority | No-Fees for space or equipment

Meetings and events that meet all of the criteria below are not charged for space or equipment. There may be fees for special equipment, overtime staff hours for setup, police details, grounds, and catering.

- ▶ **Origin:** Event was developed by UMass Boston. Space was requested by a department or student organization.
- ▶ **Audience:** Event is primarily for the UMass Boston community and at least 51% of the attendees will be UMass Boston employees and students.
- ▶ **Funding Source:** Event is wholly supported by university funds.
- ▶ **Partnership:** Event is not planned or supported through a partnership with a non-university organization(s).

#### Second Priority | University Rate | Fees apply to space and equipment

Meetings and events that meet one or more of the criteria below will be charged for space and equipment. Space rental includes setup/breakdown; in-house event furniture; and any AV systems permanently installed in the space. Additional fees may apply for special event equipment, overtime staff hours for setup, police details, groundskeepers, and catering.

- ▶ **Origin:** Event space is requested by a department or student organization.
- ▶ **Audience:** Event is not primarily for the university community and 51% or more of the attendees are external guests.
- ▶ **Funding Source:** Event is supported by external funding sources. Examples of funding sources include sponsorship by a non-university organization, admission/registration fees, fundraisers and/or ticket sales.
- ▶ **Partnership and Space Access:** Through an established partnership, the UMass Boston department is providing a non-university organization shared access to space.
- ▶ **Planning Requirements:** The following criteria are in place to ensure that the University Rate is applied fairly to all. If the following criteria are not met, the event category reverts to the Standard Rate.
  1. UMass Boston representative must request the space;
  2. UMass Boston representative must serve as the primary contact/planner for all event-related details for the duration of the planning process;
  3. UMass Boston department pays for space and equipment rental fees using their department budget account.

### Third Priority | Standard Rate | Fees apply to space and equipment

The meeting or event is an initiative of a private company, nonprofit or individual. The following rate adjustments may be applied to the space rental fee only. Fees for special event equipment and staff are not discounted:

- ▶ **Nonprofit:** Nonprofit organizations (501c3) receive a 10% discount.
- ▶ **Employee/Alumnae:** Employees/Alumni hosting a personal event (retirement party, wedding, family reunion, private reception, etc.) receive a 15% discount.
- ▶ **Employee Professional Network:** When an employee refers their network or professional association to us, the organization receives a 30% discount.

### Rate Category Policies

- ▶ **Half-day (a.m.) Discount:** University Rate and Standard Rate events concluding by 1 p.m. receive a 30% discount on the rental rate for the reserved space(s).
- ▶ **Fronting:** University departments and student organizations may not use their privileges to access space or equipment for non-university organizations or commercial entities in order to avoid fees or receive reduced fees. Instances of “fronting” for non-university organizations or commercial entities will result in an adjustment of all fees to the appropriate rate category.
- ▶ **Student Organizations:** Student organizations are never charged for space/equipment unless they are planning an event in partnership with an external organization and/or providing shared access to university space.
- ▶ **Fee Waivers:** Waivers will not be granted for space or equipment rental charges. As an arm of the state, we are obligated to apply rental rates fairly and consistently. We would never want to be perceived as offering a discount to one group, but not all.
- ▶ **Insurance Coverage:**
  - University Rate Events** are considered primarily university events and are therefore covered under the self-insured status of UMass Boston. These events do not require additional insurance coverage.

**Standard Rate Events** must maintain comprehensive general liability insurance, insuring against liability for bodily and personal injury to, or wrongful death of persons, or damage or losses of property occurring in or about the premises arising out of the USER's use or occupancy thereof, in an amount not less than:

1. \$1,000,000 Bodily Injury
2. \$1,000,000 Personal Injury Liability
3. \$1,000,000 Property Damage Liability

Additional coverage requirements are detailed on the Event Agreement.

### University Funding

University departments and student organizations contracting conferences or events costing \$500 or more must obtain signature approval in advance from their Vice Chancellor or College Dean.