This policy applies to any event hosted on the AUA campus. For purposes of this policy, "event" relates to anything that is not a scheduled class.

I. Kinds and Types of Events.

Events hosted at AUA fall into 2 specific categories, each with a respective protocol explained in Section II below.

1. Events sponsored or co-sponsored by AUA
a. Events for internal AUA audiences only
b. Events for AUA audiences and a specific or general public.

2. Events sponsored by external organizations
a. Events held/open for members of the AUA community
b. Events not open to members of the AUA community.

II. Protocols for Events

A. Events sponsored or co-sponsored by AUA for internal audiences only:

1. For events hosted by an academic program, multiple programs within one College/School or a research center within a College/School, intended for AUA students, staff, and/or faculty, the proposer must receive the approval of the respective College/School Dean.
2. For cross-College/School events, intended for AUA students, staff, and/or faculty, the proposer must receive the approval of the respective Deans.
3. For events hosted by a research or other center outside of a College/School or an administrative department, intended for AUA staff and/or faculty, the proposer must receive the approval of the respective Vice President or Provost. For events in which students are invited or intended, the proposer must also receive the approval of the Provost.
4. For events which anticipate student participation, ample notice should be given to students (via academic programs, Center for Student Success, etc.).

B. Events sponsored or co-sponsored by AUA for internal and external audiences:
1. For events hosted by a program or College/School or a research center within the College/School aimed at AUA students, faculty, and staff, as well as a specific or general public, the proposer must receive the approval of the respective Dean.
2. For events hosted by a research or other center outside of a College/School or an administrative department aimed at AUA faculty and/or staff, as well as a specific or general public, the proposer must receive approval from the respective Vice President or Provost. For events in which students are invited, the proposer must also receive the approval of the Provost.
3. For events which are held on Sunday and/or holidays (including government decreed non-working days), the direct labor cost of facilities and/or ICTS personnel on duty will be charged to the sponsoring College/School/program/research center/department budget.
4. For events which have relevant outside sources of financing identified in the grant agreement, the facilities and equipment rental fees should be charged to the project budget.
5. Sponsorship or co-sponsorship entails that the College/School/program/research center/department:
a. Has a role in organizing the event
b. Has a presence on the agenda, as appropriate
c. Ensures that a representative of the College/School/program/research center/department is present throughout the event.

C. Events sponsored by external organizations which are open to the AUA community (either as a public event or as a closed event with a special request to invite students/faculty/staff):
1. Academic events sponsored by organizations external to AUA need the approval of the Provost.
2. All other events sponsored by organizations external to AUA need the approval of the Vice President of Operations.

D. Events sponsored by organizations external to AUA and closed to members of the AUA community require the approval of the Vice President of Operations.

III. General guidelines
A. Operations and facilities requirements must be organized through the Office of AUA Services.
B. Media relations – See External Relations, Media Relations, and Public Relations policy
C. For events which anticipate student participation, ample notice should be provided to students.
D. The Director of AUA Services will prepare an annual breakdown of facilities and equipment usage by College for review by the Provost, VPO and Deans.

Related Documents

Room Scheduling Procedure