



# ADMINISTRATIVE POLICY

Policy Title	Event Policy
Policy Subtitle/Subject	Event Policy
Responsible Executive(s) (RE)	<b>Patrick Norton, Senior Vice President and Chief Operations Officer</b>
Responsible Office(s) (RO)	<b>Campus Services</b>
Primary Point of Contact from RO	<b>Jennifer Thelen</b>
Contact Information (email and phone)	<b><u><a href="mailto:jthelen1@tulane.edu">jthelen1@tulane.edu</a></u>, 504-862-8464</b>
Date Proposed	1/5/26
Reviewed	1/14/26
Last Updated	1/14/26
Effective Date	1/14/26

Permanent

Temporary

## 1.0 POLICY STATEMENT

This policy establishes the processes, procedures, and requirements for hosting events on property owned, operated, and/or controlled by Tulane University. As a private university, Tulane can and does impose conditions for the use of all university property. Permission to use a university facility does not imply university endorsement, sponsorship, or support of the views, opinions, programs, or activities of the users, speakers, presenters, or organizers. Tulane University is committed to principled institutional neutrality and content-neutral event approval. Decisions regarding event registration and space reservations are based on legitimate time, place, and manner considerations, including, but not limited to, space availability, safety

requirements, and scheduling conflicts, resource availability and allocation—and not on the viewpoint, message, or ideology of the speaker, organizer, or participants.

## 2.0 PURPOSE AND SCOPE

This policy facilitates that a university-sponsored event must be consistent with the university’s mission and must relate directly to the educational goals of the sponsoring department or organization.

For purposes of this policy, a university event includes any event, program, conference, or camp—whether held on or off campus—organized on behalf of the university by staff, faculty, and/or students. University events do not include regularly scheduled academic classes. However, events organized as part of an academic course, or in connection with a course, are subject to this Event Policy and the associated event registration process.

## 3.0 APPLICABILITY OF THIS POLICY

This Event Policy and the event registration process must be followed when scheduling and planning an event at Tulane University. The event registration process located on the Tulane Event Services website provides details on finding an event space, registering for an event, and what to do when international guests are invited to an event. The event registration process and other event planning resources can be found at [eventservices.tulane.edu](http://eventservices.tulane.edu).

Review the resources in Appendix I before scheduling your event.

## 4.0 WEBSITE ADDRESS FOR THIS POLICY

[www.policy.tulane.edu](http://www.policy.tulane.edu)

## 5.0 CONTACTS

Subject	Contact	Telephone	E-mail/Web Address
Director of Event Services	Jennifer Thelen	504-862-8464	jthelen1@tulane.edu

## 6.0 CONTENT

1.0 POLICY STATEMENT .....	1
2.0 PURPOSE AND SCOPE .....	2
3.0 APPLICABILITY OF THIS POLICY .....	2
4.0 WEBSITE ADDRESS FOR THIS POLICY .....	2

5.0 CONTACTS .....	2
6.0 CONTENT.....	2
7.0 DEFINITIONS.....	3
8.0 POLICY AND PROCEDURES .....	5
8.1 Fronting.....	5
8.2 Priority Levels .....	6
8.2.1 Priority Level 1: Foundational Events.....	6
8.2.2 Priority Level 2: Signature & Internal Facility Events.....	6
8.2.3 Priority Level 3: General Campus Events .....	7
8.3 Event Space Reservation Schedule .....	7
8.3.1 Fall Events .....	7
8.3.2 Spring and Summer Semesters .....	8
8.4 Demonstrations or Political Events .....	8
8.5 Conferences.....	9
8.6 Registration Process.....	9
8.6.1 Space Reservations.....	9
8.6.2 Event Registration: WaveSync .....	10
8.7 Costs for Space Reservations.....	11
8.8 Policy on Use of University Facilities for Non-University Events .....	11
9.0 CONSEQUENCES OF NON-COMPLIANCE .....	11
9.1 Late Event Registration Consequences .....	12
APPENDIX I .....	12
APPENDIX II.....	13
APPENDIX III .....	13

## 7.0 DEFINITIONS

**Academic-Related or Administrative Event:** An academic-related activity that is NOT included in the established curriculum of quarterly classes listed at Tulane (e.g., special guest lecture series, panel discussion). An administrative event, including occasional gathering and/or meeting by an official department or registered group that would not be open to the public, (e.g., a department faculty meeting, gathering of department staff, a student group board of directors meeting). The focus of these meetings is to discuss department or group business and/or administrative planning. It may include professional training. These gatherings may also be social. Examples: Special guest lecture series, panel discussions, department luncheon, crawfish boil, reception, holiday party).

**Conference:** Any discussion or sharing of ideas through a formal event which involves the University and is open to participation by external parties by registration and involves single or multiple concurrent, or separate sessions and may involve payment of fees.

**Event Committee:** The university oversight group of internal decision makers from Event Services, Student Affairs, University Communications and Marketing, and other key personnel who coordinate final reviews and approval of events and priority levels.

**Event Organizer:** Oversees the content of, plans, and is fully responsible for, the management and presentation of a university event that meets both the educational mission of Tulane University and fulfills the university organization's academic goals and purpose. The university's assets, (for example: its name, trademarks, buildings, Tulane University staff, public safety staff, parking lots, all open space venues, and indoor facilities) must be used for these purposes, and not for the personal gain of individuals' or outside parties' uses that do not further Tulane's academic objectives. Event Organizer must be one of the following:

- Tulane University academic departments, schools, and institutes
- Tulane administrative offices operating on behalf of the university
- Non-academic departments recognized by the President's Office, such as Athletics
- University student groups registered with and approved by the Lavin-Bernick Center for University Life.

Event Organizers are not:

- Individual members of the Tulane community: faculty, staff or student body acting as individuals in providing their name to a group simply so that they can plan an event and use campus facilities. (See Fronting, 7.1)
- University individuals who wish to use the space for private events not related to university business.
- Individuals, groups, or organizations (commercial or non-profit) who are unaffiliated with the university.
- Program Organizer: The university point person for a Program for Minors. This person is the decision-maker for the program and is responsible for compliance with this Policy.
- Sponsoring Unit: The academic or administrative unit (school, department, center) of the university which offers a Program for Minors.

**Large Scale Event:** A large event with an expected attendance of 250+. Such events require coordination and review by several University departments and organizations. Examples: Presidential Speaker Series, university donor of alumni events, performing arts events.

**Recognized Student Organization (RSO):** An autonomous student organization formally recognized by Tulane University. An RSO is formed by currently enrolled students sharing a common goal or interest that has completed the RSO recognition process and agrees to adhere to all university policies and procedures. For more details, visit the [Recognized Student Organization Handbook](#).

**Reservation Staff:** The person responsible for a designated University Space and controlling activity within the space.

**Signature Institutional Events:** These are annual or one-time large-scale events or university ceremonies requiring all campus event support resources. These events are a blackout period for events; no unrelated university events can be organized during this time. Examples:

Commencement, President's Convocation, WAVE Weekend, New Student Orientation/Move-in, New Orleans Book Festival at Tulane University, Crawfest, presidential inauguration, capital campaign launch.

## 8.0 POLICY AND PROCEDURES

This section outlines the policies, procedures, and resources that guide the planning and implementation of university events. It includes information on event priority levels, space reservations, agreements, timelines, costs, registration requirements, and related procedures necessary to support effective event planning.

Event hosts are responsible for coordinating and planning their events. The Event Services team can serve as a resource throughout this process and provide logistical support in coordination with each organization's designated event planner or coordinator.

U.S. government rules and regulations can impact the scheduling process. All hosts must enter visitor information related to all Priority Levels for their events, regardless of citizenship and institutional affiliation, into the WaveSync system. As part of the review process, a restricted party screening function, an embargoed country evaluation, and export control review will take place as part of a security review.

Additional policies and university resources to be used with this policy are listed in Appendix I. Please review this appendix when planning your event.

### 8.1 Fronting

Tulane University faculty, staff, departments and student groups which are officially recognized by the university ("Tulane constituents") may not reserve a facility on behalf of or for use by an outside/unaffiliated group, organization or individual, except for university-hosted events. This conduct constitutes "fronting" and is prohibited.

University employees or students who engage in fronting in violation of this Policy may be subject to disciplinary action. This does not mean that Tulane constituents are prohibited from making reservation inquiries on behalf of an outside/unaffiliated group, organization, or individual. Rather, Tulane constituents are prohibited from reserving a facility under the guise, whether intentional or not, that the reservation is for the primary benefit of a Tulane constituent.

The following types of events are also considered to be an instance of fronting and are not permitted: Social events of a personal nature that are not directly related to Tulane, including political rallies, meetings for local parade krewes, running groups, neighborhood meetings, etc.

A group, organization, or individual that is the beneficiary of a university-hosted event must meet all the requirements set forth in the Policy on Use of University Facilities for Non-University Events. The event registration coordinator in charge of space rental and event planning for each publicly available facility may deny or rescind permission to use such facility if it is determined that the use is not primarily for the benefit of the Tulane constituent making the reservation. The University shall not be liable or responsible for financial or other damages incurred by an organization or individual whose permission to use a facility is denied, rescinded or modified (including a rate change) when it is determined that fronting has occurred.

## 8.2 Priority Levels

Events are categorized using specific priority levels, as defined by the criteria below.

### 8.2.1 Priority Level 1: Foundational Events

Foundational Events are recurring, institution-wide events that anchor the academic calendar and follow a consistent annual schedule. These events establish the university's core scheduling framework and typically do not shift year to year.

Examples include, but are not limited to, New Student Orientation, Faculty Orientation, Commencement, Board of Administrators, and Goldman Center testing.

Priority Level 1 events may reserve space up to two years in advance to support long-range planning and calendar stability.

### 8.2.2 Priority Level 2: Signature & Internal Facility Events

Signature & Internal Facility Events are recurring campus traditions and programs, and facility-specific programs.

Examples include, but are not limited to, Homecoming, the New Orleans Book Fest, Recruitment, Crawfest, and the Future of Energy Forum.

Priority Level 2 events may reserve space up to one year in advance to ensure appropriate placement on the calendar prior to the opening of general reservations. This category also includes internal events organized by university departments responsible for managing specific

campus facilities, where advance scheduling is necessary to support ongoing operations and programming.

### 8.2.3 Priority Level 3: General Campus Events

General Campus Events include departmental programs and recognized student organization activities that occur throughout the academic year.

Examples include, but are not limited to, lectures, meetings, workshops, trainings, fairs, expos, performances, and social events.

Scheduling timelines for Priority Level 3 events vary based on the type of space requested (academic or non-academic). Reservations for these events open after Priority Levels 1 and 2 are established, typically on a semester-based timeline.

## 8.3 Event Space Reservation Schedule

The event space reservation schedule provides a structured framework for event scheduling and space management. Priority levels are designed to create structure and fairness in event scheduling. They ensure that essential university functions are protected, recurring events have predictability, and all groups have access to space.

Event organizers are required to submit reservation requests by these deadlines for priority consideration. Event space reservation staff will assist in ensuring bookings align with established priority levels.

To facilitate the reservation process, please follow these timelines:

### 8.3.1 Fall Events

Fall semester events are defined as occurring August 1 through the start of the winter recess period. Priority level timeframes for fall events are as follows:

- **Priority Level 1: Two-Year Advance Notice**
  - This level applies to foundational, university-wide events. Reservations may be submitted up to two academic years prior to the event semester.
- **Priority Level 2: One-Year Advance Notice**
  - This level applies to recurring and milestone events, as well as internal facility-specific events. Reservations may be submitted up to one academic year in advance.
- **Priority Level 3: Semester Advance Notice**

- This level applies to departmental events and recognized student organization events. Reservations follow a semester-based timeline and open after Priority Levels 1 and 2 have been established. Timing varies by event space type:
  - **Academic event spaces:** Reservations may be submitted beginning April 1 of the prior spring semester.
  - **Non-academic event spaces:** Reservations may be submitted one semester in advance, beginning at the start of the prior spring semester.

### 8.3.2 Spring and Summer Semesters

Spring and summer semester events are defined as occurring on the first day after winter recess through July 31. Priority level timeframes for spring and summer events are as follows:

- **Priority Level 1: Two-Year Advance Notice**
  - This level applies to foundational, university-wide events. Reservations may be submitted up to two academic years prior to the event semester.
- **Priority Level 2: One-Year Advance Notice**
  - This level applies to recurring and milestone events, as well as internal facility-specific events. Reservations may be submitted up to one academic year in advance.
- **Priority Level 3: Semester Advance Notice**
  - This level applies to departmental events and recognized student organization events. Reservations follow a semester-based timeline and open after Priority Levels 1 and 2 have been established. Timing varies by event space type:
    - **Academic event spaces:** Reservations may be submitted beginning November 1 of the prior fall semester.
    - **Non-academic event spaces:** Reservations may be submitted one semester in advance, beginning at the start of the prior fall semester.

### 8.4 Demonstrations or Political Events

Demonstrations and political events must adhere to Tulane protocols:

- All demonstrations and events must follow the Freedom of Expression Protocol: <https://studentaffairs.tulane.edu/freedom-of-expression>
- Political events (e.g., candidates running for political office), must follow the Political Campaigns and Partisan Political Activities Policy: <https://lbc.tulane.edu/political-campaigns-and-partisan-political-activities>

## 8.5 Conferences

Tulane University recognizes that conferences are an important part of the academic, community engagement, and commercial activities of the university. There are significant benefits for the university and staff through appropriate involvement in conferences, from the sharing of knowledge and enhancement of the image of the university.

This includes conferences involving the university which are open to participation by external parties. The nature of the involvement could include organization, sponsorship, co-branding, or funding.

All conferences must have a senior university sponsor who has overall responsibility and accountability for the involvement of the university. Coordination of the conference needs to go through Event Services office. The coordinating office arranges a planning session with the department sponsor and the organization's conference chairperson. Specific arrangements for meeting rooms, equipment, housing, food, and related services are discussed at this meeting.

The university sponsor is to ensure the following:

- Academic and professional standards and appropriate sign off.
- Administration and organization, including advertising, administration, registration, revenue management, accounting, parking, signage, catering and cleaning practices of the university, where applicable.
- Compliance with relevant university policies.
- Academic approvals should be sought from the dean, as required.

All proposals to host a conference require completion and approval of a Conference Registration form in Appendix III, located on the EMS website, prior to commencing arrangements. The form must be submitted one month before the Priority Level 2 deadline, which is one academic year before the conference is to take place. Proposals will be approved by the appropriate university committee in accordance with university event policies, at which time the event organizer will be notified. Administration will then book the event in EMS.

## 8.6 Registration Process

All events must follow the registration process. Further details are outlined in the event registration process at [eventservices.tulane.edu](https://eventservices.tulane.edu).

### 8.6.1 Space Reservations

To find a location for your event, you must find out if the facility or space you are seeking is available by going to the Event Management System. EMS is the system Tulane uses to reserve campus spaces.

## 8.6.2 Event Registration: WaveSync

The university department or recognized student organization must submit an online request through the WaveSync website no later than 21 days prior to an event.

### 8.6.2.1 Registration Thresholds

- Student Organizations:
  - **Open Attendance:** Event is open or promoted to people outside of your recognized student organization.
  - **Alcohol Service:** Alcohol will be served or available at the event.
  - **Held Off-Campus:** (including off-campus organization retreats/activities).
  - **Co-Sponsorship:** Sponsored by more than one RSO or co-sponsored with a department.
  - **Contract Required:** Requires a contract or university representative signature.
  - **Large-Scale Attendance:** Events expecting 250 or more attendees.
  - **High-Profile Guests or External Presenters:** Events featuring government officials, celebrities, or other high-visibility figures, or those including a non-Tulane speaker, performer, presenter, or entertainer.
  
- Departments:
  - **Open Attendance:** Event is open or promoted to people outside of your department.
  - **Alcohol Service:** Alcohol will be served or available at the event.
  - **Food Service:** Food will be served or available at the event.
  - **Outdoors:** Your event will be held outdoors.
  - **Other Services:** You need cleaning services, facility services, campus services, or any other additional services.
  - **Large-Scale Attendance:** Events expecting 250 or more attendees.
  - **High-Profile Guests or External Presenters:** Events featuring government officials, celebrities, or other high-visibility figures, or those including a non-Tulane speaker, performer, presenter, or entertainer.

### 8.6.2.2 Event Request Review Process

Once an event request is submitted, it is routed for initial review:

- University department events are reviewed by Event Services.

- Recognized student organization events are reviewed by the Lavin-Bernick Center for University Life.

Additional university offices may be consulted as needed, based on the nature and requirements of the event, including but not limited to Environmental Health and Safety, the Tulane University Police Department, Campus Services, Enterprise Risk Services, the Budget Office, the Office of the Provost, Export Controls/Research Security, and facility-specific building managers.

Reviews are typically completed within five business days, though timelines may vary depending on the complexity of the event and any additional information required. Event organizers are responsible for responding to follow-up questions or requests for clarification during the review process.

WaveSync will notify event organizers of any requested edits, updates, or changes to the event submission.

#### 8.6.2.3 Event Request is Approved or Denied.

After the completion of the required review process, the department or recognized student organization will receive notification of approval through WaveSync.

### 8.7 Costs for Space Reservations

No university group can be charged a rental fee for a university-owned space. However, administrative fees can be charged when relevant.

### 8.8 Policy on Use of University Facilities for Non-University Events

The university receives frequent requests for access to its event space resources by outside entities, typically in exchange for some form of compensation to Tulane. Many of these, if granted, constitute unrelated business activities. Not all buildings or spaces on campus are available to non-Tulane affiliates.

See Appendix II for the Policy on Use of University Facilities for Non-University Events to be used by event organizers not affiliated with Tulane University.

## 9.0 CONSEQUENCES OF NON-COMPLIANCE

Compliance with this policy supports effective event planning, appropriate use of university spaces, and coordination of campus resources. When policy requirements are not met, the university may take appropriate action to address the situation.

Failure to register for a qualifying event in WaveSync, or to otherwise comply with this policy, may result in one or more of the following, as applicable:

- Ineligibility to use university funds to support the event
- Assessment of additional costs associated with unregistered or unapproved events
- Modification, cancellation, or loss of access to reserved event space
- Referral for review under applicable university policies or procedures

All members of the university community are expected to adhere to this policy. Repeated or significant non-compliance may result in additional action, including limitations on future event planning privileges or disciplinary action in accordance with university policies.

### 9.1 Late Event Registration Consequences

To support effective coordination of campus resources, events must be registered at least 21 days in advance. Events that do not meet this timeline may not be approved and, if approved, may incur additional costs associated with overtime or expedited services.

Additional costs may apply for services including, but not limited to:

- Facilities Services
- Parking Services
- Cleaning and janitorial services
- Catering services
- Other related services, as applicable

## APPENDIX I

Become familiar with all the policies and guidelines that pertain to events, which include but are not limited to:

- [Tulane Policies & Resources](#)
- [Advanced Booking Request Form](#)
- [Event Policies for Events in the Lavin-Bernick Center](#)
  - [Events with Alcohol](#)
  - [Events with Food](#)
- [Food Safety & Handling Training](#) (via TULearn)
- [Food Brought to Campus](#)
- [Fire Extinguisher Training](#) (via TULearn)
- [Amplified Sound Policy](#)
- [Minors on Campus](#)
- [Animals on Campus Agreement](#)
- [Uptown Campus Advertising and Installation Policy](#)
- [Freedom of Expression Philosophy & Protocols](#)

## APPENDIX II

- Policy On Use of University Facilities for Non-University Events

## APPENDIX III

- External Guest Facility Request Form
- Conference Registration Form (in progress)
- Facilities Use Agreement (upon request)
- Hold Harmless, Indemnity, Insurance, Defense and Release of Liability Agreement in Favor of Tulane University (upon request)