Rate Categories and Related Polices

UMass Boston hosts a significant number of meetings and events annually with limited space and resources. The university must cover the cost of AV systems, set-up, cleaning, repairs, utilities and event staffing. Event categories help to ensure that space and equipment primarily benefit faculty, staff and students. They also help identify event partnerships that may require insurance and event-contracts to manage liability and risk.

The framework below is to classify events and determine when fees apply for space, resources or staffing. Please contact us if you have questions about the rates or need assistance evaluating meeting or event to determine if fees apply.

First Priority | No-Fee for Space or Equipment
Meetings, conferences and events that meet all of the criteria below will not be charged for event space or equipment rental. Fees may apply for overtime set-ups, police details, grounds/cleaning staff and catering fees.

- **Event Origin** – The event was created/developed by UMass Boston. The space request was submitted by a UMass Boston department or registered student organization.
- **Audience** – Event is primarily for the UMass Boston community and 51% or more of the guests are faculty, staff or students.
- **Funding and Payment** – Event is supported entirely by university funds. All costs paid via university budget number.
- **No Partnership** – The event is not planned or supported through a partnership with an outside organization(s).

Second Priority | University Rate | Rental Fees for Space/Equipment
Meetings, conferences and events that meet one or more of the criteria below will be charged for space and equipment rental. Space rental includes set-up/breakdown, tables, chairs and any AV systems permanently installed in the space. Additional fees may apply for special equipment, police details, grounds/cleaning staff or catering fees.

- **Event Origin**: The space request was submitted by a UMass Boston department or registered student organization and the event was developed in partnership with an external organization.
- **Audience**: The event is not primarily for the university community and 51% or more of the participants are non-university guests/attendees.
- **Funding and Payment**: Event is supported in-part or in-whole by outside sponsorship, admission fees, registration charges, fundraising or ticket sales. All event costs paid via university budget number.
- **Partnership** – Through partnership or collaboration, the university department is providing a non-university organization shared access to space and resources.
Third Priority | Standard Rate | Rental Fees for Space/Equipment

The program, meeting or event is an initiative of a private company, non-profit or individual. The following criteria apply to Standard Rate events:

- **Non-Profit**: Non-profit 501c3 organizations will receive a 10% discount* off the Standard Rate.
- **Employee/Alumnae**: Employees/Alumni hosting a personal event (retirement party, wedding, family reunion, private reception, etc.) will receive a 15% discount*.

*Space Only* – Discount applies to space only. Events may also carry fees for equipment and staff such as staging, risers, dance floors, wireless AV systems, police details, etc.

**Event Classification Policies**

These policies apply to all requests for conferences, meetings and events:

- **University Rate Events** – 1.) UMass Boston department must request the space; 2.) UMass Boston representative must serve as the primary contact/planner for all event-related details; 3.) All charges related to the event will be billed and covered by the UMass Boston department budget number. This policy ensures that the University Rate is fairly applied. If these criteria are not met, the event reverts to the Standard Rate.
- **Morning (AM) Discount** – Events concluding by 1pm will receive a 30% discount* off the listed rate.
- **Fronting** – University departments and registered student organizations shall not use their privileges to access space, resources or services and “front” for a non-university group or commercial entity in order to avoid fees or receive reduced fees. All instances of “fronting” for off-campus groups or commercial entities will result in an adjustment of all related fees to 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 and resources.
- **Fee Waivers** – No waivers will be granted. Unfortunately, we are unable to waive or eliminate space or equipment rental charges. We are obligated to apply our rates fairly and equally to all organizations. We would never want to be perceived as offering a discount to one group, but not all.
- **Insurance – University Rate** – Events classified at the University Rate are considered to be University events and are covered under the self-insured status of the university. The university does not require additional proof of insurance.
- **Insurance – Standard Rate** – Shall carry and 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 USER’s use or occupancy thereof, in an amount not less than:
  - $1,000,000 Bodily Injury
  - $1,000,000 Personal Injury Liability
  - $1,000,000 Property Damage Liability