

## **Meetings, Events, & Conference Services Price Structure Overview**

The Office of Meetings, Events, & Conference Services (MECS) schedules, plans, and manages approximately 1,500+ events every year. MECS strives to provide exceptional customer service and maintain our facilities and equipment for all clients. As a revenue generating office, the goal of MECS is to exceed annual revenue targets. This revenue is not only used to keep our event spaces up to date, but to promote Saint Mary's and help drive future attendance, as well as, to help contribute to the mission of Saint Mary's and its academic programs.

Keeping this in mind, it is important to remember every event that takes place at Saint Mary's incurs a cost as it pertains to planning, labor, and resources. As a non-profit private lasallian college, MECS encourages faculty and staff to welcome their partnering organizations to Saint Mary's to host an event or conference. When a department sponsors such an event, discounts are included but the event is not free of charge. The only events that do not incur costs are for internal events organized for Saint Mary's students, faculty, and/or staff.

Below is an overview of key event terms:

### **SMC Sponsorship**

When a Saint Mary's department sponsors an event for an external organization, a confirmation email must be sent to the Director of Meetings, Events, & Conference Services. This email not only states the sponsorship, but also explains their level of support. In order to qualify as a sponsorship, a representative from the sponsoring Saint Mary's department must be involved in the actual event.

Once the sponsorship is verified, the client will receive 25% off the standard price of meeting rooms, and a/v equipment rentals. For summer events and conferences (June through early August), the client will also receive a 12% discount off overnight accommodations in the Residence Halls. The only fee that is waived is the classroom rental fee.

For such events, the sponsoring Saint Mary's department is included on all communication during the planning stages for the event including the quote and contract process. If the sponsoring Saint Mary's department would like to offer an extended discount to their partnering organization, the Director of Meetings, Events, & Conference Services must be notified. Pending on the amount the sponsoring department would like to cover a budget transfer invoice is generated and submitted to the Business Office. If there is any remaining balance, the client is invoiced.

Should there be any damage or lost property at the conclusion of the sponsored event, the sponsoring Saint Mary's department is invoiced, which will require another budget transfer request. If the sponsoring department decides to, they may invoice the client directly for the damages amount to cover the loss of funds from their department's budget.

### **SMC Discount**

A Saint Mary's discount is available to all students, alumni, and current faculty or staff. This offer includes a 25% discount off all meeting spaces. For summer events and conferences, this offer also includes a 12% discount off overnight accommodations in the Residence Halls.

### **Lasallian Discount**

One of the founding traditions of Saint Mary's, the Lasallian heritage is a key element for MECS. Working with various clients from non-profit organizations to academic focused institutions, the Lasallian discount is offered for events that parallel the mission of Saint Mary's College. Discounts vary pending on the organization and event.

### **Tier System**

The tier system was established by the Office of Scheduling and Special Events. This process is an opportunity for internal events to have priority over dates and meeting spaces for their upcoming programs. There are three tiers:

**Tier 1** – Events defined by the College as fundamental to the core mission and function of Saint Mary's (President's Office, Provost Office, New Student and Family Programs, Advancement Office)

**Tier 2** – Events planned by the campus community that is essential to the function of any department or student organization (Student socials, cultural nights, distinguished speaker series, athletic team banquets/fundraisers, academic conferences)

**Tier 3** – Events held by faculty, staff, or students primarily for members of the campus community.

The tier system is active January through March and is reminder to submit any event requests for the upcoming academic year. The tier system is not a "bumping" system. Once a date and space is reserved, a higher tier may not bump the currently reserved group. It is highly recommend reserving your events 1 to 2 years in advance.

### **Additional Fees**

It is important to keep in mind additional fees may apply when planning an event. MECS strongly encourages finalizing all details for an event 4 to 6 weeks in advance.

**Extra Janitorial Fees** – For any event that leaves an excessive amount of trash behind, or stains / damages to the carpet or furniture, extra fees will apply. Fees vary pending on the damage and the amount of time to repair.

**Overtime Charges** – Effective October 2016, no internal event that falls under the tier system will incur overtime charges regardless of time or day. For all other events including SMC sponsored events, overtime charges are invoiced for room flips after 3pm Monday through Friday or over the weekend. Overtime is a minimum of 4 hours at \$50 per hour per worker.

**ASAP Fee** – If there are any last minute requests regarding set-up changes or additions the day of an event, an ASAP fee of \$75 will be charged per request.

**Extended Event Time** - If an event goes over the scheduled time by more than 30 minutes, fees will apply. Should a client decide to continue their event beyond the allotted time, staff members working the event are required to extend their shift. The fee is the hourly room rental rate plus overtime for the staff members working at \$27.50 per hour per person.