



Policy Owner: Finance and Administration

Policy #: F-A01-0001

Policy Title: **Events and Conferences - Space Utilization Policy**

Established: 3-12-2019

Revised Date: n/a

Policy:

In order to ensure proper stewardship of resources and maximize the utilization of PSU owned facilities, all PSU managed/co-sponsored events or conferences are required to:

- Have the event date(s) established in partnership with the Office of Events and Conferences
- Be held on-campus at PSU, unless space is deemed unavailable per the Office of Events and Conferences

This applies to all such events/conferences regardless of the funding source supporting it, which includes PSU revenues and third-party funding like grants and sponsorships.

Any exception to the policy must be submitted in writing to and approved by the Vice President for Finance and Administration.