

Sponsorship Levels of Venue Rentals at Pacific Lutheran University during the Academic Year

External - An event presented for the benefit of the entity's constituents

- Proceeds, contractual obligations, and participants are solely entity's.
- Affinity or some relationship may exist with a PLU individual or department, but not required.
- Fees paid to PLU
 - Venue – 100%
 - Labor for venue setup – 100%
 - Stage Services – 100%
 - Media Equipment/Labor - 100%/100%
 - Catering – 100%
- Insurance – entity issues insurance naming PLU as additional insured for all liability. PLU assumes no liability.
- Management of Venue – PLU Hospitality Services at 100%

Hosted – Strongly affiliated, non-profit organization presents program for the benefit of its constituents and interests.

- Ticket sales, proceeds, contractual obligations, and participants are solely entity's.
- PLU community members receive a discount or reciprocal donation.
- Fees paid to PLU
 - Venue – 66%
 - Labor for venue setup – 100%
 - Stage Services – 100%
 - Media Equipment/Labor - 66%/100%
 - Catering – 100%
- Insurance – entity issues insurance naming PLU as additional insured for all liability. PLU assumes no liability.
- Management of Venue – PLU Hospitality Services or PLU sponsoring department at 100%

Partnered – Defined as a program or meeting co-presented by a PLU department to directly benefit students or PLU initiatives. The PLU presentation is possible only through partnership with another non-profit entity. 100% of proceeds go to PLU.

Or a non-profit organization structured for the benefit of a certain profession, that consists of PLU department/staff as members, presents an event for the benefit of those professionals with the sole intent of improving their knowledge and development in their field. Organization collects attendance fees strictly for the purpose of reimbursement of event expenses.

Or a small meeting and/or staff retreat of a non-profit organization within the Tacoma community that shares similar mission of PLU and of which a PLU staff member is on the Board of Directors. No attendance fees are collected from those attending event.

- In all cases, if entity defaults, PLU department pays full costs.
- Fees paid to PLU
 - Venue – 0%
 - Labor for venue setup – 100%
 - Stage Services – 100%
 - Media Equipment/Labor - 33%/100%
 - Catering – 100%
- Insurance – entity issues insurance naming PLU as additional insured for all liability, except where the event is a program or meeting co-presented by a PLU department to directly benefit students or PLU initiatives. In this case, PLU and entity share liability and co-signs contract.
- Management of Venue – PLU department/staff member is onsite to manage venue, event and attendees and coordinates all PLU services/logistics through the Hospitality Services office on behalf of the sponsored organization.

Internal – PLU owns and manages the event for class or programmatic purpose.

- PLU hosting department pays 100%
- 100% of proceeds go to PLU.
- Fees paid to PLU
 - Venue – 0%
 - Labor for venue setup – 0%
 - Stage Services – 100% of materials, labor and damages for ticketed events.
 - Media Equipment/Labor - 0%/0%
 - Catering – 100%
- Insurance – PLU assumes no liability.
- Management of Venue – PLU hosting department onsite to manage venue, event and crowds at 100%.