

Use of Campus Spaces by External Groups

- **Outside groups are not allowed to use MICA facilities for any event; performance, lecture, meeting or gathering free of charge.**
 - This includes all groups, clubs, individuals and organizations, including those with direct relationships with academic or administrative departments, faculty or staff members
- The Office of Events has a fee schedule for use of all spaces on campus.
 - This fee schedule gives a significant discount to not-for-profit organizations
- Please refer any questions on space availability or fees to the Office of Events.
- Fees may be reduced (but not waived altogether) if **ALL** of the following applies to the organization/event:
 - Has an Academic Departmental sponsor
 - The event is directly related to the curriculum of the academic department
 - The event is free to the MICA Community
 - It occurs during the academic year and undergraduate students are in residence
 - If your organization meets all of these conditions, please have the departmental sponsor contact the Office of Events

Groups with an affiliation with MICA

- MICA academic departments that have an established working relationship with academic departments (e.g. Maryland Film Festival, American Institute of Architects) may request rentals fees waived altogether for those organizations under the following circumstances:
 - The event is free and open to the public
 - The sponsoring department (or MICA) is the co-presenter
 - The department is responsible for any additional fees (AV tech fees, ushers)
 - If food is served, it must be provided by Parkhurst Dining Services
 - Any alcohol service must follow all MICA policies and be approved by the appropriate Dean or VP.

Sponsored Events

- On occasion, to promote certain programs or exchange for services, MICA will sponsor an event by providing them reduced or free space rental.
 - All Sponsorships must be approved by the VP of Finance, Operations & HR and the Director of Events
 - The event must be free to the MICA Community
 - If food is served, it must be provided by Parkhurst Dining Services (A food and beverage minimum fee will apply)
 - Any alcohol service must follow all MICA policies and be approved by the Director of Events

Any requests for waivers from the above policy must be approved by the VP of Finance, Operations & HR and the Director of Events

PLEASE NOTE: All organizations must sign a contract and provide proof of insurance before using any campus facilities.