



Club ReFuel

Working
with
Campus
Partners



Working With Campus Partners

Most events and programs held on campus will require coordination with campus partners. The size and scope of the event will help determine which partners need to be informed and which partners are needed to support your event.

Timely planning and an understanding of the role of our campus partners are essential to the success of your group's program or event



Brief Overview of Partners

Partner	Function(s)
University Event Management	Room reservations; requests for room set ups and furniture (inside Lerner)
A/V Technical Services	Provides technical support of events
Public Safety	Provides the appropriate level of security coverage for university authorized/sponsored events
Facilities	Provides direct support in terms of furniture, electrical support and maintenance/cleaning for events outside of Lerner Hall
Lerner Operations	Coordinates access to Lerner Hall
Office of Public Affairs	Helps to support interest/presence from off-campus media



Event Reviews

1. An Event Review is a meeting between the student organization's leadership and campus partners to discuss the details of a student event
2. You will only be able to determine if your event requires an event review by working with your adviser; however below are some common issues which will result in the need of an Event Review:
 - a) Presence of off-campus media
 - b) A high number of non-CUID attendees/participants; or simply a high number of attendees
 - c) Alcohol will be served
 - d) Security concerns or concerns that the event may present a serious disruption; or that there may be a serious disruption to the event



Facilities Requests

For events outside of Lerner, a [Facilities](#) request is required if you need:

- Furniture rental and/or set up.
- (Special) electrical needs (such as turning on outdoor outlets, etc.).

For events within Lerner, these services are requested through [University Event Management](#), and in some cases can be done online through (Virtual EMS)