Gulf Park Event Services (GPES) helps facilitate a variety of events held at the Gulf Park Campus. GPES is responsible for AV systems, furnishings and equipment, and upgrades in all event spaces. In order to cover these expenses, events will be reviewed to define proper classification to determine when fees apply for events held at Gulf Park.

Student Organization*
- Basic meetings, conferences, and events that meet all criteria below qualify for the Student Organization Rate and will not be charged for event space or any basic AV systems permanently installed in the space, with the exception of the Fleming Education Center Auditorium. Fees may apply for staff assignments such as afterhours building operation and setup/breakdown, special equipment, police details, grounds/cleaning staff, and/or catering fees.
  - Event Origin: Event was created/developed, and the space request was submitted by a USM registered student organization.
  - Audience: Event is primarily for the USM community and 51% or more of the attendees are faculty, staff, or students
  - Funding and Payment: If fees apply, event is supported entirely by registered student organization funds. All event costs paid via check, debit, or credit card connected to the student organization or charged directly to Student Affairs.
  - No Partnership: Event is not planned or supported through a partnership with an outside organization(s).

Internal University Department*
- Events that are classified as "internal" are events hosted by a department, division, college, school, or office within The University of Southern Mississippi. Events classified as "internal" may not incur facility fees or basic AV fees, with the exception of the Fleming Education Center Auditorium. Fees may apply for staff assignments such as afterhours building operation and setup/breakdown, special equipment, police details, grounds/cleaning staff, and/or catering fees. Event must meet all criteria below to be classified as fully internal:
  - Event Origin: Event was created/developed and the space requested submitted by a USM unit.
  - Audience: Event is primarily for the USM community and 51% or more of the attendees are faculty, staff, or students.
  - Funding and Payment: Event is supported entirely by USM unit funds. All event costs paid via University budget number.
  - No Partnership: Event is not planned or supported through a partnership with an outside organization(s).

Grant Funded Department
- Meetings, conferences, and events that are hosted by a department/staff/faculty member housed within The University of Southern Mississippi that receives 50% or more of their funding from a grant source will receive a 50% discount on external rates. Additional fees may apply for staff assignments such as afterhours building operation and setup/breakdown, special equipment, police details, grounds/cleaning staff, and/or catering fees.

- o Event Origin: The event was developed internally, or in partnership with an external organization, however, the space request was submitted by a USM unit or registered student organization.
- o Audience: Event may or may not be primarily for the University community.
- o Funding and Payment: Event costs must be paid through internal University budget string.

Sponsored by Department or Staff/Faculty Member
- Meetings, conferences, and events that meet both the Event Origin and Funding and Payment criteria below qualify as a University Sponsorship and will be extended a 50% discount off the external rates for rental fees. Additional fees may apply for staff assignments such as afterhours building operation and setup/breakdown, special equipment, police details, grounds/cleaning staff, and/or catering fees. Events classified as Sponsored must have the requestor present for the duration of the event. All planning and communication with Event Services will be with through the University requestor.
    - o Event Origin: The event was developed internally, or in partnership with an external organization, however, the space request was submitted by a USM unit or registered student organization.
    - o Audience: Event may or may not be primarily for the University community.
    - o Funding and Payment: Event may be supported in-part or in-whole by an outside sponsorship, admission fees, registration charges, fundraising, or ticket sales.
    - o Event costs can be paid via University budget string or external funding sources.

External
- The program, meeting or event is an initiative of a private company, nonprofit, or individual and will be assessed the external rate. The following discounts may apply:
    - o Nonprofit: Nonprofit 501©(3) organizations will receive a 20% discount off external rates.**
    - o Government: State and Federal organizations hosting meetings or conferences will receive a 20% discount off external rate.**
    - o Alumni/Military/Employee: Alumni/Military/Current Employees hosting a personal event (retirement party, wedding, family reunion, private reception, etc.) will receive a 20% discount off the external rate
- Discounts are offered on facility rental fees only. Additional fees may apply for staff assignments such as afterhours building operation and setup/breakdown, special equipment, police details, grounds/cleaning staff, and/or catering fees.

Additional Notes:
- Fronting – University departments and registered student organizations shall not use their privileges to access space, resources or services and "front" for a non-university group or commercial or nonprofit entity in order to avoid fees or receive reduced fees. All instances of "fronting" for off-campus groups, commercial, or nonprofit entities will result in an adjustment of all related fees to appropriate rate category.

All events charging registration fees for participants will be assessed a minimum of 50% regular facility rental fees.

**Existing external customers with a history of recurring events spanning longer than 1 year will continue to receive their original discount amount.*