

# HBU Events

**8,750:** the approximate number of room requests approved through Ad Astra for FY21-22. An event is defined as anything that is not a regularly scheduled class. When booking in Ad Astra, there are a variety of “Event Types.”

<u>Event Type:</u>	<u>Defined:</u>	<u>Examples:</u>
Academic Additional Class	Any regular scheduled class that needs to meet at an alternative day/time for a special session.	Finals prep or extra concert rehearsal: University Singers.
Admissions Recruitment	An event that is solely focused on building interest in students applying to or attending HBU.	Preview, Senior Saturday, or Graduate School Orientation.
Event: External	An event that is completely paid for by a 554.,t12.2 (audience.	

+External groups may qualify for a discounted rental rate if they meet all of the following requirements:

- a. Sponsoring organization must be a University department or a student group (with oversight from club sponsor and/or Student Affairs).
- b. Event must align with the sponsoring organizations stated purpose and with the overall mission, vision, and purpose of the university.
- c. The sponsoring group must participate in the event to a significant degree and be present during the entire event.
- d. The group must offer tickets to university students at a significantly reduced rate (this will be negotiated with the Office of University Events & Conferences at time of signing).
- e. All events must uphold the mission, vision, and purpose of the university (including non-profit organizations with a 501c3).
- f. HBU representative must submit a detailed formal request identifying how the sponsored group is related and will benefit the

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