

## **Santos Manuel Student Union Co-Sponsored Programs Policy**

### Support Levels

Varying program support levels will be recognized in the scheduling process of the SMSU. These will be reflected in the document entitled, “Santos Manuel Student Union Charges” which is also referred to as the “Rate Sheet.”

### Hard and Soft Costs

Two types of charges will make up the bulk of fees charged for use of the SMSU. “Hard costs” include support pieces that require the SMSU to advance payment from their annual operating budget to external vendors or internal departments. Examples of hard costs include payment for staff (Building Managers or AV Techs, for example) or equipment (e.g. rented tables and chairs). “Soft costs” are those charges where direct payments from the operating budget is not necessary. Examples of soft costs include SMSU room rental and program planning support from the Scheduling Department staff.

### Program Support Levels

#### Level A – Self-produced Programs

Programs that are planned and implemented solely by one of the SMSU Centers or Program Board (hereafter referred to as SMSU Centers). These programs will not be subject to SMSU charges. SMSU Operations budgets will receive adequate funding to support these programs.

#### Level B – SMSU Co-sponsored Programs

Programs that closely match the mission and vision of an SMSU Center may apply for co-sponsorship. SMSU Centers will keep a written Co-Sponsorship Form on file detailing the agreed-upon level of co-sponsorship for each qualifying program. SMSU programs that are co-sponsored with a student organization, campus department, or off-campus entity will have soft costs waived. Hard costs will be the responsibility of the requesting organization unless otherwise specified in the Co-Sponsorship Form. Hard costs may be shared, as determined by the SMSU Center and detailed in the Co-Sponsorship Form.

Level C – Other Sponsored and Co-Sponsored Programs will be charged at the following tier levels as per the SMSU Rate Sheet.

- I. Student organization sponsored programs will have soft costs waived and will be responsible for all hard costs associated with their reservation.
- II. Student organization programs that are co-sponsored with a campus department or off-campus entity will be billed at a low soft cost rate and will be responsible for all hard costs associated with their reservation.
- III. Campus department sponsored programs will be billed at a slightly higher soft cost rate and will be responsible for all hard costs associated with their reservation.
- IV. Extended Education sponsored programs will be billed at an incrementally higher soft cost rate and will be responsible for all hard costs associated with their reservation.
- V. Programs sponsored by faculty or staff for private use will be billed at an incrementally higher soft cost rate and will be responsible for 100% of the hard costs associated with their reservation.

VI. Off-campus entity sponsored events will be responsible for 100% of the soft costs and hard costs associated with their reservation.

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