

# CONFERENCE AND EVENT PLANNING POLICY

SLT 6.22

**Date of Last Update:**

February 19, 2020

**Approved By:**

- Senior Leadership Team

**Responsible Office:**

Conference Planning & Hospitality Services

## POLICY STATEMENT

It is the policy of Grand Valley State University that certain spaces and rooms be scheduled on a coordinated basis through the Conference and Event Planning Department. Room rental and event scheduling on the Pew Campus, Health Campus, and Regional Centers, and at the Alumni House, will be managed by the Conference and Event Planning Department.

Additional information and procedures may be found on the Conference and Event Planning Department [website](#).

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