



External Groups

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st be the scheduling of classes, education-related activities, administrative functions, and student activities and events, the extent to which University facilities can be made available for use by external groups is limited and therefore subject to those priority uses. The University holds the right to refuse, without prejudice, any external event deemed in conflict with the Mission and Values set forth by the University.

It is the sole responsibility of the External Group to complete the following steps:

1. **Complete an *Event Request*.** The Event Request Form can be accessed online on the University Services website at www.udmercy.edu/hostevent.
2. **Submit Certificates of Insurance.** External



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- d. *Final payment.* The balance of charges for the event must be submitted to University Services

