



SUSQUEHANNA RIVER VALLEY

every turn a treasure[®]

Event Planner Guide

Unique Venue

Bucknell University makes its facilities available for rental on a limited basis for use by individuals or outside organizations when students are in residence. The majority of use by outside organizations is limited to the summer, fall and spring break periods.

The types of outside organizations eligible to use the University's facilities are primarily non-commercial groups; groups with an educational or cultural purpose, and community-related nonprofit groups. Groups should relate to the mission of the University and must be consistent with Bucknell's non-profit educational status. If the non-University organization is a commercial, private or for-profit entity, its use of Bucknell facilities must be related to educational or charitable purposes.

In addition, individuals not affiliated with the University may be able to book weddings and receptions on campus, schedule permitting.

All individuals or organizations renting or using Bucknell's facilities for non-Bucknell events or programs must file in advance of the activity a certificate of naming the University as an additional insured and obtain a limit of liability appropriate to the activity. Inquiries about reservations, rental fees and insurance requirements may be made to the Events Management Office (570) 577-3095.



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