

LAKE SUPERIOR STATE UNIVERSITY PROCEDURES MANUAL

Administrative Policy

Section: Business and Support Operations

Section Number: 3.21.1

Subject: Admission to University Events

Date of Present Issue:
06/25/2025

Date of Previous Issues:
12/08/95

Policy Statement:

Regular employees of the University shall be admitted without charge to athletic, dramatic, cultural, or musical events sponsored as General Fund activities of the University, or from Student Activity events which receive General Fund support.

Scope:

The free admission shall not extend to:

1. Events where the proceeds accrue to a recognized student organization.
2. Events relating to fundraising, social, or recognition activities of the University.

Definitions:

1. The term “regular employee” as used in this policy shall mean an employee who fills an established position either full or part-time with the intent that the position is scheduled by the University indefinitely.
2. The term “temporary employee” as used in this policy shall mean an employee whose employment is either full or part-time, limited in duration to less than 60 days and is established for:
 - a) a specific project.
 - b) the purpose of relieving regular staff members who are absent due to illness, leave of absence, or vacation.
 - c) augmenting the regular staff to meet the requirements of the dismissal, increased work loads, or any other conditions that may create short-term staffing shortages.
3. Dependents are defined as individuals that would be covered under the LSSU health insurance plan. **Partners** and dependents of employees may be admitted to athletic and cultural events at a reduced rate.
4. ***Complimentary tickets or passes are no-charge admissions to University-sponsored events.***

Complimentary Tickets:

Other persons may be admitted without charge to University-sponsored events when the purpose is public service, part of a recruitment program, or public relations. Complimentary and guest tickets and passes on a no-charge basis may be issued on the following basis:

- a) Guests of the University as approved by the president.
- b) Major contributors and potential contributors to the University as approved by the president.
- c) Parents of participants as approved by the director of the activity.
- d) News media, activity officials, and activity staff and spouses as approved by the director of the activity.
- e) Selected high school students, student groups, and instructors and/or coaches, as approved by the director of the activity and/or the director of admissions.
- f) Selected service clubs, senior citizen groups, charitable organizations, or similar public service organizations, as approved by the director of the activity, or the president.
- g) For Arts Center events, complimentary tickets may be given at the discretion of the Business Manager and/or the director of the Arts Center. Complimentary tickets can be given on a case-by-case basis, whether that be for promotional purposes, marketing efforts or as gifts for donors.

Scenarios above are considered departmental complimentary tickets.

All departments will be billed for complimentary tickets with the exception of large groups such as high school promotional groups, service clubs, charitable organizations, or select groups approved by the director of athletics, director of the Arts Center, or the president, and tickets issued to regular employees.

Procedures:

1. Regular employees shall present their University-issued identification card for admission to the University events, defined earlier. Athletic events are an exception (procedure defined below). An identification card is nontransferable. It may be used only by the person to whom it is issued.
2. **Athletic events:** Regular employees of the University wanting reserved seats for the entire season may reserve season tickets through the ticketing software or the Norris Center Ticket Office for themselves, partner, and dependent(s) prior to the start of the season. Following this reserve season ticket period, set by the director of athletics, and prior to the start of the hockey season, regular employees are allowed to reserve single game tickets for themselves, partner, and dependent(s).
 - On game days/nights, regular employees of the University who do not hold season tickets or who have not purchased single game tickets prior to the start of

the season, shall present a current University identification card to ticket office personnel or online through their account within the ticketing software.

- Upon presentation of identification card, a seat will be issued to the employee and approved guest(s) as complimentary and/or discounted price, if seats are available.
 - Tickets for employees' immediate family members, defined as partner and dependents, will be issued at half of the regular ticket price.
 - *Complimentary tickets apply only to regular season and first round CCHA Playoff games played in Taffy Abel Arena.*
3. Billing for complimentary tickets: On receipt of a report from the director of the activity, the Business Office will prepare the appropriate billing of the departments involved.

Responsibilities:

- The Director of Athletics, and the Director of the Arts Center is responsible for ensuring compliance with this policy.
- The following departments are expected to review this policy within the noted review cycle: Arts Center/Academics, Athletics, and Business Operations.

Review Cycle:

This policy will be reviewed annually or on as need basis to ensure it remains current with applicable university practices.