

FACILITIES SCHEDULING POLICY (Abbreviated Edition)

All University facilities are generally available to all segments of the University community for University-related uses. The University likewise leases its facilities at times to outside organizations and groups.

Academic uses take precedence over all other uses of campus spaces which are traditionally used for academic classes. These spaces are defined as lecture rooms, laboratories, sports fields, theatre stages, etc. Spaces for academic use are scheduled yearly during two major periods. The first of these is mid-Fall semester for Spring classes. The second is during late Spring and early Summer for Fall classes.

Priority in the event of a scheduling conflict is as follows:

- 1) Academic use
- 2) Administration, faculty and student sponsored events
- 3) University-sponsored events involving outside persons
- 4) Rental of facilities to outside organizations

The scheduling priorities and procedures outlined in this document do not apply in all details to the Manchester Conference Center, whose programs serve primarily to extend professional development opportunities to external groups and to support the University's community outreach efforts. A complete statement of policies and procedures governing the use of Manchester Conference Center or the Institute for Peace & Justice is available from the respective building manager.

All USD-catered services will be provided by the University's Banquets and Catering office. ***Exceptions for outside caterers must be approved by the Director of Dining Services.*** Contact Dining Services for a complete policy statement.