

**SECTION**

PHYSICAL RESOURCES

**NO.**

4.0.2

**CHAPTER**

FACILITIES

**DATE ISSUED DATE REVISED**

P.A.C. 2/99

**SUBJECT**

SCHEDULING

**SCOPE**

Campus Community

**IMPLEMENTATION**

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 (see section 5 below for Sponsorship Policy).

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

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 use of Manchester Conference Center is available from the Office of the Director of Continuing Education.

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

- A. Academic use
- B. Administration, faculty and student-sponsored events
- C. University-sponsored events involving outside persons
- D. Rental of facilities to outside organizations

2. Scheduling. All scheduling is done directly through the Campus Scheduling Office, with the following exceptions:

- A. Classrooms and facilities for academic use are scheduled through the College of Arts and Sciences and the Schools of Business, Education, Law and Nursing using Schedule 25 software. The following campus offices employ Schedule 25E for scheduling other uses:
- B. Facilities at the School of Law are handled by the Dean's Office in the School of Law.
- C. Facilities at the Manchester Conference Center are scheduled by the Manchester Conference Center with approval of the Director of Continuing Education.
- D. Facilities at the Camino Performing Arts Center in Sacred Heart Hall are scheduled with the approval of the Chair, Department of Fine Arts.
- E. Faculty Lounges are scheduled through the dean of the appropriate school, and are not available for exclusive use at times when classes are in session.
- F. Facilities at the Media Center are scheduled through the Media Center.
- G. Athletic Facilities are scheduled through the Athletics Department.

Co-sponsored, external and student organizations should contact the Campus Scheduling Office for all of their scheduling needs. When appropriate, the Reservations Coordinator may refer the parties to the Manchester Conference Center.

### 3. Procedures

A. Advanced Scheduling. Reservations may be made by phone or in person after June 1 for events occurring after June 1. Prior to June 1, advanced scheduling for events to take place during the next academic year (September 1-May 31) is governed by the following guidelines:

- (1) In April of each year, the Campus Scheduling Office sends a request to all deans, department heads and student programmers soliciting their reservations for the following academic year. Recurring Campus Events (e.g., Orientation, Commencement, etc.) are given first priority. After these events are scheduled and

all other requests are received, conflicts are resolved in accordance with priorities stated in section 1 above.

Confirmation notices are then sent to requesters. Reservations are to be considered confirmed only after receipt of the notice.

(2) Since newly-elected student officers and program directors do the majority of their program planning during the summer months, and University department heads continue to schedule activities during the same period, only tentative reservations for use of facilities by co-sponsored groups are accepted during the month of May. Reservations for co-sponsored and external groups may be confirmed after June 1 for events occurring September 1 through May 31.

B. Request: Contents. At the time of the request, services required (AV equipment, food service, set-ups, security) should be presented in detail by the requester. Events requiring special set-ups and/or catering require ten days notice. Any changes to a special set-up will require a minimum of three working days notice. Any exception to this procedure will require direct approval from the affected departments.

C. Confirmation Notice. A confirmation notice is given or sent to the requester once the reservation is completed.

D. Campus Scheduling Report. On a bi-weekly basis, the Campus Scheduling Office generates a complete report of all events occurring on campus. Those persons/offices without computer access who need a copy of these reports may request one from the Campus Scheduling Office.

E. Set-up and Cleaning. University Center Operations is responsible for the set-up and cleaning of facilities for all events scheduled in the University Center. Physical Plant/General Services is responsible for the set-up and cleaning of all other areas, except those in the School of Law which are set up and cleaned by that school's administrative services.

4. Specific Guidelines for Scheduling. Scheduling priorities have been established for the following areas:

A. Fountain Plaza. The Fountain Plaza is intended to be an aesthetically pleasing and restful area for students, faculty, staff and guests of the University community. As the fountain is located between the Hughes Administration Center and the Immaculata Parish Church, it is important that any activities which take place in the fountain area not be disruptive or inappropriate to the functions of these facilities or the academic buildings in close proximity. Therefore, the following rules are established for the Fountain Plaza:

(1) Requests for use of the Fountain Plaza for programs are submitted to the Campus Scheduling Office and require the approval of the Director of Special Events.

(2) University receptions held in the Fountain Plaza are to be arranged through Campus Scheduling and University Catering.

(3) Prohibited activities. The following activities are prohibited at the Fountain Plaza:

a. posters or flyers of any kind on the fountain and planter walls or other stonework

b. wedding receptions (the fountain area may provide an appropriate setting for wedding photographs)

c. the serving of alcohol at receptions in the fountain area (except with the prior written approval of the President of the University)

d. amplified sound during business hours or while classes are in session.

(Any use of amplified sound outside of these hours must be approved by the Director of Special Events in consultation with the Pastor of the Immaculata Church.)

e. vendors and student organization promotions and sales

f. the distribution of newspapers or other University or non-University publications or promotional materials

g. skateboarding and rollerblading

h. parking on the east or west sides of the Fountain Plaza

B. French Parlor. The University's French Parlor in Founders Hall is made available for the following types of events:

- (1) administration and faculty-sponsored receptions
- (2) music recitals sponsored by the University's Music Area, Department of Fine Arts
- (3) faculty-sponsored exhibits
- (4) non-University events approved by the President.

No luncheons, dinners or other catered events are to be held in this room without specific approval of the President of the University upon recommendation of the Director of Special Events.

C. Manchester Conference Center. Priorities regarding Manchester Conference Center can be obtained from the Director of Continuing Education.

D. School of Nursing. Although scheduled through Special Events, use of the School of Nursing facilities requires approval of the Dean. Special Events will obtain this approval before scheduling any room in the School of Nursing.

E. University Center. In the event of a scheduling conflict, the following are priorities for use of the University Center:

- (1) student dining and University community dining
- (2) All-University functions (University-sponsored programs which have to do directly with the educational mission of the University and which involve several departments of the University)
- (3) student activities sponsored by AS officers and directors and by officially recognized student organizations.
- (4) activities sponsored by other University departments.
- (5) off-campus groups approved by the Director of the University Center.

F. University Center Faculty/Staff Dining Room. This facility will be used for faculty dining from 10:00 a.m. until 2:00 p.m. when classes are in session, and is available for campus-sponsored events prior to 10:00 a.m. and after 3:00 p.m. Two configurations are available: "as is" and "receptions set-up." At no time are furnishings to be removed from this room.

G. University Center Main Dining Room. This facility is used for student dining during scheduled hours, and is available for catered events only at times not scheduled for student dining. Events scheduled for the Main Dining Room and Forum in combination must exceed the dining service capacity of the Forum. Use of the Main Dining Room or of the Main Dining Room and Forum in combination requires approval of both the Director of the University Center and the Director of Dining Services.

5. Sponsorship of Events and Fees. The fees charged for use of University facilities depend on whether the event is sponsored, co-sponsored, or for an off-campus group.

A. Sponsored Events. No facilities fee is charged for events initiated, organized, planned and sponsored by officially-recognized or registered oncampus groups, organizations and departments. Exception: If the oncampus group's event is primarily for fee-paying clientele and is income producing, regular facilities fees will be charged unless the income from the event goes into University general unrestricted revenue.

Note: If the event involves participation by off-campus persons, an application for sponsorship must be approved by the appropriate dean or vice president and submitted to Campus Scheduling.

B. Off-Campus Groups. Off-campus organizations utilizing campus facilities are charged for the use of those facilities according to published rate schedules, which are revised periodically.

C. Co-Sponsored Groups. Co-sponsorship refers to a situation in which the University -- whether as a total entity, a school, a department, or as an officially-recognized Student Government Association -- enters into an arrangement with an off-campus group for the purpose of offering a program jointly. A reduced facilities fee of one-half the published rate is charged to off-campus organizations who initiate, organize, plan and co-sponsor an event with an on-campus school, department or organization as long as that school, department, or organization is substantially involved in the initiation, planning and organizing of the event, and as long as all of the following conditions are met:

- (1) The event is open to the campus community; that is, students, faculty and administrators are invited and encouraged to attend and are given adequate notification through bulletins, posters, etc.; and
- (2) An application for co-sponsorship is completed, approved by the appropriate dean or vice president, and submitted to Campus Scheduling; and
- (3) The request for a co-sponsored event is approved by the director of the facility to be used.

Exceptions: In instances where off-campus organizations will make a substantial profit from the co-sponsored event, the reduced facilities charge is not offered.

Likewise, fees may be waived in the case of non-profit organizations closely tied to certain University programs.

If the co-sponsored event is approved, the following procedures are followed:

- (1) The event is scheduled according to University scheduling procedures; and
- (2) The campus co-sponsor is the contact with University Catering and Campus Scheduling; and
- (3) All facilities and catering charges are sent to the campus co-sponsor for approval.