

SAMFORD UNIVERSITY

EFFECTIVE: 6/01/92

REVISED: 3/10/09

POLICY NUMBER 1.02

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APPLICABLE TO: All Units

RESPONSIBILITY FOR ADMINISTRATION: Vice President for Operations and Planning

TITLE: Scheduling of Campus Events and Facilities

POLICY

University facilities are used for many purposes by internal and external groups. For purposes of published information and to avoid conflicts, use of any University facility for all meetings/functions/events, outside of academic classes, by either internal or external groups must be placed on the University calendar. University organizations must also place their off campus functions/events on the University calendar. The University calendar is maintained in the Information Center in Beeson University Center.

Internal Groups:

All internal events that require multiple university resources must process their request through the Office of Event Management and Space Utilization. Building Coordinators have authority to approve space in their buildings for internal events only when no additional University resources (parking, food, physical plant needs) are required beyond the venue itself. Course scheduling during the preparation of the Course Term file for a given semester/term is exempt from this policy.

Potential scheduling conflicts with any meetings/functions/events will be reviewed and resolved by the Office of Event Management and Space Utilization.

Work requests submitted from individual departments, offices, groups, and/or units cannot be accepted unless the meeting/function/event has been reviewed and approved by the Office of Event Management and Space Utilization. Once approval has been granted from the Office of Event Management and Space Utilization the function will officially be placed on the University Calendar.

Any group or person creating a conflict through failure to observe proper scheduling procedure must yield to the group or event that was properly scheduled. However, once placed on the University calendar, a group may be relocated to a suitable alternate location at the discretion of the Vice President for Operations and Planning.

Internal events can not interfere with academic scheduling.

All internal groups must abide by the facility usage and space utilization guidelines set forth by The Office of Event Management and Space Utilization.

If a university-wide event, university population event or special segment event is scheduled, no other event may be scheduled simultaneously or timed so closely to these events so as to effectively diminish attendance or affect the quality of services at the university-wide event without approval by the Office of Event Management and Space Utilization. University-wide events take priority over university population and special segment events. University population events take priority over special segment events.

External Groups:

The Office of Event Management and Space Utilization processes all requests for use of University facilities by external groups. The University charges for use of their facilities by external groups.

The Office of Event Management and Space Utilization will work with all external groups to plan and secure on campus venues for their events. External groups will be required to provide a certificate of insurance and complete a Usage Agreement, which addresses publicity, sponsor responsibility concerning University regulations, and use of facilities.

When external groups reserve University facilities with the Office of Event Management and Space Utilization, determination must be made as to the sponsor. The mission of the external group should be compatible with the mission of the University. Publicity for any externally-sponsored function must state in any public notice that it is not an activity sponsored by Samford University.

Responsibility for administration of this policy rests with the Office of Event Management and Space Utilization and the Vice President for Operations and Planning when a function is externally sponsored.

External events can not interfere with academic scheduling.

All external groups must abide by the facility usage and space utilization guidelines set forth by The Office of Event Management and Space Utilization

Contracts:

Contracts for external groups must be reviewed and approved prior to being signed by the Vice President for Business Affairs. Once a contract has been approved and signed the external group shall not be relocated without written approval by the Vice President for Operations and Planning.

Athletic Events:

These events/activities are contractual agreements whose dates may be scheduled by a conference office in prior years. Due to conference affiliation, and future year's scheduling, athletic events have no alternative as to scheduling dates of events/activities;

therefore, scheduling of these events/activities is exempt from the policies described above. In the event there are requests for programs, activities, and/or events to be scheduled at the same time of an athletic event, these requests will be coordinated by the Office of Event Management and Space Utilization.

Glossary of Terms:

Internal Groups: This term refers to groups that utilize University facilities/areas who are sponsored by Samford University. Rental fees for these facilities/areas are waived for internal groups.

External Groups: This term refers to groups that utilize University facilities/areas who are not sponsored by Samford University. Rental fees for use of these facilities/areas are assessed to external groups.

University-wide Events: are those to which the entire university community is invited.

Example: Family Weekend, Homecoming, Hanging of the Green, Commencement

University Population Events: are those to which only certain University populations are invited. Populations: Undergraduate day students, undergraduate evening students, graduate students, professional students, employees.

Example: Welcome Back Week, University Convocations, Christian Emphasis Week, Volunteer Fair, Thanksgiving Worship Service, Step Sing, Easter Worship Service, Honors Convocation, Spring Fling, Validations/Registrations

Special Segment Events: are those to which only certain special segments of University populations are invited. Segments: first-year new students, returning students, transfer students, athletes, Greeks, Independents, Student Government, organizational leaders, academic departments, functional offices, etc.

Example: Undergraduate Orientation, Law School Orientation, Pharmacy School Orientation, Divinity School Orientation, Greek Week, Sorority/Fraternity Rush, Faculty Workshop, etc.

Work Request: This term refers to requests for physical plant assistance. A Work Request is made when there is a need for tables, chairs, tents, housekeeping, staging, set-up for functions/events, etc.