

POLICY STATEMENT APPROVED

AS(SA)71-9

PROCEDURES FOR SCHEDULING OF CAMPUS FACILITIES

- I. GENERAL PHILOSOPHY: The responsibility for interpreting the regulation entitled "Use of State College Buildings and Grounds" found in the Campus Regulations is that of the Dean of Students who is assisted by the Associate Dean - Student Affairs. The Associate Dean - Student Affairs, with the guidance of the Student Affairs Council of the Academic Senate, will make the initial interpretation of policy for the scheduling of all events on campus, with the exception of classes and events scheduled by administrative units. Information about all events scheduled on campus is requested for the Master Calendar. The responsibility for scheduling services is that of the College Union Director.
- II. REGISTRATION: In order to use campus facilities (i.e., scheduling, mailboxes, ditto service, etc.), an organization -- faculty, student, staff or any combination thereof -- must have a current registration card on file with the Office of Student Affairs-College Union. (See attached proposed card.)  
  
This card includes a statement of purpose; the signature(s) of the member(s) who have responsibility and are authorized to sign for the organization; a statement that the organization is aware of and agrees to abide by the campus regulations.
- III. RECOGNITION: In addition to the current registration card, the following types of organizations must have secured recognition from the appropriate body (recognition need only be granted once):
  - a. student organizations...by the Associated Students with the approval of the Dean of Students or the President.
  - b. departmental associations...by their department in a letter from the department chairman to the Associate Dean - Student Affairs and the Student Affairs Council.
  - c. faculty organizations...through the Office of the Academic Vice President by filing the registration card with that office.
- IV. SIGNATURES: The scheduling of all events require only the signature(s) of those member(s) of the organization designated to sign on behalf of the organization.
- V. OFFICIAL GUESTS: There are not required guests at social functions. Certain campus events require auxiliary police assistance.

VI. SPECIFIC SCHEDULING PROCEDURES:

- A. Deadlines: In each instance, the Calendar Registration form must be filled out and confirmation received within the time specified.
  1. Speakers Platform and Alternate Speakers Platform: All Speakers for open events must be cleared and the reservation confirmed, preferably 72 hours, but no less than 48 hours before the event.
  2. Soroptimist House: The calendar request must be cleared and fees paid 5 school days prior to the event.
  3. Social Events -- Open Dances and Concerts: Detailed set up of facility and specific needs must be filed no less than 2 weeks prior to the event.
  4. All other general scheduling of campus facilities: In the interest of good scheduling, it is required that all requests for facilities (other than the deadline set forth above) be made in time for confirmation -- preferably 72 hours, but no less than 48 hours, before the event.
  5. The "T" or "Tentative Hold" on the facility (so arrangements may be formed) is an attempt to aid groups to make arrangements for speakers, music groups, etc. The facility will be held on the facility calendar for 3 school days after the "T" "Tentative Hold" is placed on the calendar.
  6. When necessary and appropriate, events which involve financial obligation (i.e., contracts, Maintenance, police, tickets, ID checker, etc.), will be referred by the Scheduling Supervisor to the appropriate Coordinator prior to scheduling.
- NO EVENT IS FIRMLY SCHEDULED UNTIL THE "CONFIRMATION OF RESERVATION" IS PLACED IN THE ORGANIZATION MAIL BOX AND EVENT PLACED ON MASTER CALENDAR.
- B. Scheduling of campus facilities will be done on the academic year basis.
- C. Number of events on calendar.
  1. A.S. Commissions and Committees shall have priority in scheduling the Speakers Platforms. With the exception of the A.S. Committees and Commissions, organizations

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- shall be limited to no more than a total of 3 reservations on the Master Calendar at any one time for use of one or both of these platforms.
2. An organization may schedule the Soroptimist House for one day event and one evening event per month.
- D. Warnings and action when scheduling procedures are not followed:
1. First offense -- see attached letter.
  2. Second offense, warning letter -- see attached.
- VII. WAIVERS FOR SPEAKERS: The Dean of Students or his designee can waive the 48-hour requirement in unusual cases upon the recommendation of the Student Affairs Council.
- VIII. PRESIDENT'S DIRECTIVE: Regulations regarding the procedures for use of campus facilities are subject to "Regulations Regarding Use of State College Buildings and Grounds" issued by the Office of the President, dated August 1, 1969.

AMENDED AND APPROVED BY THE PRESIDENT OF THE COLLEGE 2/10/71APPROVED BY THE ACADEMIC SENATE 2/12/71