

1. General Statements:

Scheduling of facilities and outdoor areas (i.e. picnic area, ponds) and related services will be coordinated through Scheduling Services, <http://www.missouriwestern.edu/scheduling/>.

Use of the Spring Sports Complex or the Griffon Indoor Sports Complex will be scheduled through the Director of Athletic Facilities.

Student, faculty, and staff groups and their activities are vital to the educational process, and University groups are encouraged to make use of University facilities when their endeavors are part of their University work.

Ensuring the availability of space for the numerous events, which take place on our campus during a single day, requires the coordination of a number of supporting services and careful scheduling to avoid conflicts. Scheduling Services has the responsibility for such coordination and scheduling, for maintaining the master calendar, for communicating with the coordinators of appropriate support services, and for obtaining other concurrence involving requested arrangements. To facilitate effective coordination, all members of the University community must communicate with Scheduling Services concerning the use of facilities. All nonaffiliated groups will schedule the use of all MWSU facility and grounds through Scheduling Services, except for the Spring Sports Complex and Griffon Indoor Sports Complex. Conferences and Special Programs will be responsible for coordinating and confirming all scheduling details with Scheduling Services.

2. Groups Definitions and Purpose of Event

a. Group Types

- i. University group: Any officially recognized club, organization, academic or administrative office.
- ii. Nonaffiliated group: All other groups or organizations are nonaffiliated, including all Western employees scheduling events for personal use.

b. Procedure for Determination of Group Recognition

- i. Faculty/staff groups are listed in the Policy Guide (www.missouriwestern.edu/hr/) and/or the Student Handbook (www.missouriwestern.edu/handbook/)
- ii. Student groups seeking official recognition follow the guidelines

established in Student Handbook.

- iii. All other groups or organizations status will be nonaffiliated.
- iv. Any sponsor who feels their event has been placed in the wrong category can appeal to the Events Committee.

c. Group Responsibilities in Scheduling Events

- i. Groups sponsoring events are responsible for the following:
 - 1. A member of the group must be present at all times and student groups must have a faculty/staff advisor present at all times.
 - 2. Completion of logistical arrangements for the event, such as audio visual equipment, food, setup, cleanup, public safety, etc.; and any possible cost for arrangements.
 - 3. Any group requesting solicitation, demonstration or petition signing should be aware of the University's Solicitation Policy.

d. Events/Fees by Category

- i. Credit bearing courses have the institutional highest priority. (With appropriate and adequate notice, faculty may be asked to hold classes in different classrooms for extraordinary special events.)
- ii. University Groups – In general, events held without admission or registration fees or special services are not assessed room or facilities fees per se. Exceptions might include Fulkerson Center, the Griffon Indoor Sports Complex, etc.
- iii. If a registration fee for the event is charged, the event must be coordinated through Conferences and Special Programs.
- iv. Cost Recovery - Events held by nonaffiliated, not-for-profit groups consistent with the University's mission must pay all direct costs associated with the event.

3. Scheduling Facilities (including outdoor areas)

a. Making a Reservation

- i. A Facility Reservation Form must be submitted with complete details no later than 14 working days before the event. If Scheduling Services is unable to meet the user needs due to short notice, a reservation may not be accepted. Students must complete event information electronically on OrgSync. For Late Night Events, students must follow the Late Night Events policy that requires a minimum of 30 days.

- ii. Reservations will generally be taken on a first-come first-served basis. However, the Scheduling Services office may require changes of location based upon the best interest of the University.
- iii. Scheduling Services reserves the right to regulate, modify, relocate, reschedule or cancel events based on the best interest of the University after notification to the reserving group.

b. Events Insurance Requirements

- i. Western requires general liability insurance coverage (bodily injury, property damage) in the amount of \$1,000,000 per occurrence from an “A” rated insurance company. This is to be provided 14 working days prior to the event, cover the entire term of the facility reservation, and have Western listed as additional insured.
- ii. Other types and amounts of insurance may be required dependent on the services that are being provided and the obligations of the parties under the contract.
- iii. Review by the Risk Manager may be required at the discretion of Scheduling Services.

c. Campus/Contracted Services

- i. All food and/or beverages for on-campus events must be ordered through the campus food service provider or have the permission from the campus food service provider to bring in food from an outside source.
- ii. A/V equipment, if required for an event, must be scheduled 14 working days prior to the event and will be delivered prior to the event by Classroom Services. Equipment should not be left unattended. Any damaged or lost equipment is the financial responsibility of the reserving group.
- iii. The University Police Department reserves the right to recommend police staffing for events as it deems necessary.
- iv. Recreational equipment can be reserved on a first-come, first-served basis.
- v. Policies for campus contracted services are at the discretion of the service providers.

4. Responsibilities of Reserving Group

- a. University Police Department is responsible for unlocking facilities for events. A member of the reserving group must be present for the facility to be unlocked and must remain in or at the facility until it is locked. Facilities may not be left unattended while unsecured. University Police may have to be phoned to get a

facility locked or unlocked.

b. Student Organization Use

- i. Events sponsored by student groups will require the attendance of the sponsoring organization's faculty/staff advisor
- ii. Facilities used by student groups must be returned to their original condition immediately following the event.
- iii. All Late Night Events and other events as determined by the Events Committee will require a facility deposit and the services of the University Police Department.
- iv. Groups seeking official student organization recognition may only sponsor and schedule recruitment/informational meetings.

c. All safety and fire code guidelines must be observed at all times.

d. If an event is CANCELLED or CHANGED, the requestor is required to cancel or change the reservation immediately with Scheduling Services. Late cancellation notification may result in assessment of fees at the discretion of the service provider.

e. All groups must obey the university policy regarding alcohol and tobacco products.

f. Offensive displays/music that degrade the quality of life and/or contain foul language may not be aired in an open, unconfined area (i.e. outdoors, hallways, lobbies, atria, common areas, etc.).

g. Additional charges will be assessed equal to the amount necessary to repair damage, replace missing equipment, pay for excessive clean up or any additional overtime in connection with the event or repairs.

5. Payment for Contracted Services

a. Scheduling Services will act as a clearinghouse for the provision of contracted services. Groups requesting special equipment or services will be referred to the appropriate department for determination of fees.

b. Catering and Concessions Guidelines are as follows:

- i. Campus groups planning to have food during a scheduled event will work directly with the contracted **campus** food service provider. The campus food service provider will bill groups directly for services provided. The University has an exclusive contract for food service on campus. Other caterers are not permitted without the prior permission of the Director of Food Service. Nonaffiliated groups planning to have food during an event will work directly with Conferences and Special Programs.
- ii. When Athletic groups require concessions, the group will work directly with the Associate Director of Athletics. Any other concessions are not permitted without the permission of the Director of Food Services.

- c. Payment arrangements for nonaffiliated groups will be made through Conferences and Special Programs.