

FACILITY OPERATING PROCEDURE
Harper Center for Student Life and Learning

SECTION Authoritative and Directive Documents			NO. 1.1.b		
ISSUED March 2009	REV. January 2011	REV. May 2011	REV.	REV.	REV.
POLICY Operating Authority – Harper Center for Student Life and Learning			PAGE 1 OF 1		

PURPOSE: To shape the policies and procedures of the Harper Center for Student Life and Learning through adherence to the Center’s mission statement.

SOURCE Creighton University Administration

POLICY: There are many University divisions with a vested interest in operating the Harper Center for Student Life and Learning. Due to this fact, each of the University’s vice presidents involved will work in unison to provide the leadership for all departments located within the facility. They will assist with the development of guidelines and policies to assure all users of the building experience a fair and equitable environment of customer relations and services. Creighton University’s mission and those of all divisions and departments represented in the facility will provide the vision necessary to achieve these goals.

The University divisions with stakeholder interest are – the Division of Administration; Division of Finance; the Division of Student Life; the Division of Academic Affairs; the Division of Information Technology; the Division of University Relations; the Division of Health Sciences and the Division of University Ministry.

The guidelines and policies contained within this document are developed and under the regulation of the Vice President for Student Life. Within the Harper Center for Student Life and Learning, the Division of Student Life is responsible for the overview of all Sodexo venues and catering; reservations of meeting rooms, ballroom, auditorium, common spaces and the event management of these spaces; five departments; and the Office of Vice President for Student Life. Specifically the following policies regulate the operation of food service venues, reservations and event management.

The daily oversight of the Student Life’s reservations, event management and food services is delegated to the authority of the Director of the Skutt Student Center and Harper Center for Student Life and Learning and that individual’s staff.
