

FACILITY POLICY
V. J. and Angela Skutt Student Center
Harper Center for Student Life and Learning

SECTION Reservations and Event Policies			NO. 3.12		
ISSUED	REV. January 2011	REV. May 2011	REV. TBD	REV.	REV.
POLICY Regular Event Status			PAGE 1 OF 2		

PURPOSE: To establish the criteria for an event to be considered for Regular Event Status and the process regarding the application for Regular Event Status

SOURCE: Skutt Student Center Advisory Board and Harper Center for Student Life and Learning Administration

POLICY: Facilities for reoccurring events may be reserved five years in advance according to approved Event Date Standards.

Requirements

An event considered for Regular Event Status must comply with the following criteria:

- The event must be sponsored by a recognized student organization, university organization or university department.
- The event must follow a monthly, annual, semiannual, or alternate year pattern of scheduling for an indefinite number of years.
- The event must be clearly definite by Date(s), Room(s), and Time(s).
 - Academic and ecclesiastical calendars will determine the selection of some dates.
- The event must be a single event:
 - Which may include multiple room reservations
 - Which may repeat or extend over a series of several days
- The event may not be a series of single events, i.e. - a weekly meeting held throughout the semester
- No date or space may be placed on “hold” or reserved unless a specific event has
- been scheduled for that date.
- The event must have a history of consistently being scheduled

Application & Approval

Event sponsors must complete an Application for Regular Event Status form and submit it to the Reservations Office. After reviewing the application, and with the recommendation of the Reservations Office, the Director of the Skutt Student Center and Harper Center for Student Life and Learning will then recommend that the Vice-President for Student Life either approve or deny the event for Regular Event Status. Events seeking Regular Event Status in the Skutt Student Center will be reviewed by the Director of the Skutt Student Center and Harper Center for Student Life and Learning and then presented to the Skutt Advisory Board for final approval.

Changes & Unused Space & Cancellations

Date, time and room changes or cancellations of Regular Events must be requested through the Reservation and Event Planning office in writing. Changes to a reservation will be made only if appropriate space is available. Any space that will not be used for the event must be released no later than two weeks prior to the event. Any unused space that is not released two weeks prior to the event will be assessed the affiliate rate for usage. All cancellations and changes will be reviewed by the Reservations and Event Planning office, who will make recommendations for changes in status.

Administration & Maintenance

The Reservations and Event Planning office is responsible for the administration and maintenance of this policy. Specifically, the responsibilities include:

- Schedule newly-approved Regular Events for five years and confirm the reservations with the client
 - Maintain an accurate roster of approved Regular Events
 - Make and confirm new reservations for each of the approved Regular Events
 - Annually confirm the upcoming five years' reservations with the client
 - Ensure that appropriate setup reservations are made for events needing additional setup time
 - Monitor reservation changes that deviate from the approved Event Date Standard
 - Recommend that Regular Event Status be approved, changed or revoked
 - Manage changes and cancellations of reservations
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