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Volume #, Volume Title

Chapter #, Chapter Title

Section #, Scheduling of University Facilities and Outdoor Space

Approval Authority: Board of Regents ???

Responsible Executive: ?? (Provost Office?)

Responsible Office(s): Office of the Registrar and Office of Conferencing and Events

Effective:

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Last Revised:

Next Review Date:

Scheduling of University Facilities and Outdoor Space

Policy Statement

All facilities operated by Eastern Kentucky University are administered by policies established by the Board of Regents or its designees, and they are managed within these policies by colleges, departments and programs to which they are assigned. This policy establishes a framework for the convenient and efficient use of campus facilities and outdoor space by internal and external groups, through a university-wide centralized coordination of scheduling via the Office of the Registrar and the Office of Conferencing & Events. The authority to supersede the usage of any facility on campus is vested in the Office of the President.

Purpose

While Eastern Kentucky University is a public institution, its primary purpose is to provide an environment for education and scholarship for its students, faculty and staff. The use of campus facilities and outdoor space must be facility appropriate and, as a general rule, will be assigned based on the procedures contained within this policy.

In order to enhance regional stewardship, Eastern Kentucky University will attempt to maximize the use of its facilities and services. Consequently, in order to be a good steward of these facilities and services, fees may be charged to generate revenue or recover reasonable and necessary costs of facilities operation.

Entities Affected by the Policy

- All Eastern Kentucky University faculty, staff, and students are affected by this policy, as well as external constituents to the University.

Who Should Read this Policy

- All Eastern Kentucky University faculty, staff, and students should read this policy, as well as external constituents to the University who may wish to utilize campus facilities and outdoor space.

Policy Background

No previous policy addressed the issue of a centralized coordination of scheduling at the University. An ad hoc committee was formed by the Office of the President to review the scheduling issue and this policy was developed and approved.

Definitions

University Facilities:	Overall, facilities (both indoor and outdoor space) on the main campus as well as extended campuses, are owned and/or operated by Eastern Kentucky University. However, selected facilities on campus as well as the extended campuses may be leased to other constituents for specific educational and general activities.
Academic Facilities:	University classrooms, auditoriums, studios and laboratories, which have the capacity and amenities for holding academic courses within EKU.
Internal Constituents:	University approved academic departments or colleges, student organizations, and administrative offices or units within EKU.
External Constituents:	Non-university individuals, groups or organizations that are not affiliated with the University who use campus facilities and/or outdoor space for purposes within the mission of the University.
External Constituents in Partnership with EKU:	Non-university individuals, groups or organizations that are partnering with a university approved academic department or college, student organization or administrative office or unit to use campus facilities and/or outdoor space for purposes within the mission of the University.
University	Eastern Kentucky University
Organizer:	Individual, group or organization (may be internal or external) responsible for organizing, coordinating and communicating all conference and/or event logistics with the Office of Conferencing & Events. Organizer may be EKU faculty, staff, student or

	an external constituent.
Sponsor:	Individual, group or organization (may be internal or external) who is ultimately responsible for the conference and/or event, including financial and legal obligations for using campus facilities and/or outdoor space. At times, the Organizer and Sponsor are the same individual, group or organization.
Scheduling Approver:	<p>EKU faculty or staff member who is responsible for maintaining and approving the scheduling calendar for certain facilities on campus. This University employee works directly with the Office of the Registrar and the Office of Conferencing & Events in booking campus facilities and/or outdoor space. The Scheduling Approvers in the individual academic departments or colleges are expected to accommodate all reasonable requests and must share that information with the Office of the Registrar or the Office of Conferencing & Events for input into the centralized scheduling system.</p> <p>Note: The Office of the Registrar acts as the Scheduling Approver over academic classrooms on the main campus and the Office of Conferencing & Events acts as the Scheduling Approver of Brock Auditorium, Keen Johnson Ballroom and Walnut Hall, O'Donnell Auditorium, Perkins Conference Center and the Ravine.</p>

Responsibilities

University's right to change or cancel	<p>Eastern Kentucky University will attempt to honor reservations for campus facilities and/or outdoor space, but reserves the right to change reservation assignments or to cancel any previously scheduled reservation if such change or cancellation is made to meet the needs of the University because of emergencies.</p> <p>If the designated place of an event is found inaccessible, the university has the right to provide a reasonable modification to the space to meet the need or if it is not prudent or feasible by cost or time limitations to meet the access need, EKU may offer an alternate location.</p> <p>The University is not responsible for any costs or damages suffered by a sponsoring group as a result of such change or cancellation.</p>
Event Organizer and Sponsor responsibilities	<p>The event Organizer must conduct an event in a manner that complies with all policies regarding the use of campus facilities and/or outdoor space.</p> <p>The event Sponsor assumes total responsibility including, but not limited to, financial and legal obligations for an event using campus facilities and/or outdoor space.</p> <p>Constituents and organizations (be they internal or external) sponsoring an event are responsible for any loss or damage incurred by the University resulting from their occupancy of campus facilities and/or outdoor space.</p> <p>Proof of appropriate liability insurance is required thirty (30) days in advance of the scheduled event date for all External Constituents and External Constituents Partnering with the University. A copy of this liability certificate (an Acord</p>

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	<p>Certificate of Liability Insurance is preferred) is kept on file in the Office of Conferencing & Events.</p>
Scheduling Approvers notification	<p>Scheduling Approvers must notify the Office of the Registrar and the Office of Conferencing & Events if they will be out of the office for an extended period of time. A temporary replacement must be identified. The replacement should have the authority to handle approvals for campus facilities and/or outdoor space.</p>
Internal Constituents/Student Organizations/Academic Courses	<p>Internal Constituents are not permitted to negotiate the use of campus facilities and/or outdoor space with external organizations except in coordination with the Office of Conferencing & Events.</p> <p>All Internal Constituents (with the exception of academic courses and student organizations) must be scheduled and coordinated through the Office of Conferencing & Events.</p> <p>All University-approved student organizations must be scheduled and coordinated through the Office of Student Life.</p> <p>All academic courses must be scheduled and coordinated through the Office of the Registrar.</p>
External Constituents	<p>External Constituents will pay all expenses related to the event, including, but not limited to, facility fees, administrative fees, indirect fees, security, food services, and audio/visual equipment.</p> <p>All External Constituents must be scheduled and coordinated through the Office of Conferencing & Events.</p>
External Constituents in Partnership with EKU	<p>All External Constituents in Partnership with EKU must be scheduled and coordinated through the Office of Conferencing & Events.</p> <p>All External Constituents in Partnership with EKU that are partnering with a university approved student organization must be scheduled and coordinated through the Office of Student Life.</p>
Office of Conferencing & Events	<p>The Office of Conferencing & Events schedules the use of academic and priority-use/multi-purpose facilities for conferences, meetings, and events when class is not in session and on weekends after all academic courses have been scheduled for the existing and/or immediate proceeding term to accommodate course pre-registration activity.</p> <p>The Office of Conferencing & Events will work directly with the Scheduling Approver of each facility to coordinate the bookings appropriately.</p>
Office of the Registrar	<p>The Office of the Registrar schedules all academic facilities on the Richmond campus Monday through Friday, 7:00 a.m. to 7:00 p.m. and all credit bearing courses convening on the weekend or after 7:00 p.m.</p>

Procedures

University priority scheduling/University historical events

The following priority is used for scheduling facility appropriate uses for these spaces:

1. University academic classes
2. University academic activities and events
3. University related activities and events
4. Events sponsored or co-sponsored by the University in Partnership with an External Constituent
5. Events sponsored by a non-University constituent

Certain historical university events may take precedence over the above priority of scheduling. Some of these Historical Events include:

- Commencement
- Convocation
- Homecoming (activities and events organized by the University)
- Intercollegiate Athletic events
- Kentucky Special Olympics
- Kentucky Touchstone Energy All 'A' Classic Basketball Tournament
- Kentucky Touchstone Energy All 'A' Classic Scholarship Competition
- Madrigal Feaste
- Orientation and New Student Days
- Spotlight Days

Scheduling Academic Facilities

Academic facilities must be scheduled and coordinated through the Office of the Registrar in coordination with the academic departments or colleges. The Office of the Registrar schedules all academic facilities on the Richmond campus Monday through Friday, 7:00 a.m. to 7:00 p.m. and all credit bearing courses convening on the weekend or after 7:00 p.m.

The Office of Conferencing & Events schedules the use of academic and priority-use/multi-use facilities for conferences, meetings, and events when class is not in session and on weekends after all academic courses have been scheduled for the existing and/or immediate proceeding term to accommodate course pre-registration activity.

The Office of Conferencing & Events will work directly with the Scheduling Approver of each facility to coordinate the bookings appropriately.

An academic facility may be used only for activities and events which are consistent with its basic design and purpose. Academic courses and academic related activities have first priority for scheduling purposes in academic facilities. Requests for reservations during times when an academic facility is not scheduled for courses, academic activities or University sponsored events will be entertained and scheduled on a first-come, first served basis by the Office of the Registrar or the Office of Conferencing & Events depending on the timing of the event and calendar date.

Each college and or department will continue to have their traditional classroom scheduling priorities honored for classroom space. Classes with no rooms specifically requested will be scheduled into academic space that best matches it needs as determined by the space utilization algorithm embedded in our scheduling software. The algorithm will assign classes to academic space based on needed and/or desired room features, estimated enrollments, maximum capacities and faculty preference as solicited from the faculty and entered into the system by the Office of the Registrar during each schedule building cycle.

Course Schedule Creation

As part of the schedule building process, the Office of the Registrar will continue to copy (roll) course sections on a term by term basis (fall to fall; spring to spring). The course data will be stripped of course meeting times/days, instructor and classroom assignments and then made available to the academic departments or colleges for revision as an Excel spreadsheet. The academic departments or colleges provide their course scheduling information back to the Office of the Registrar within the established deadline and in the manner instructed. Revisions and edits are entered into the Banner System by the Office of the Registrar and will include class assignment preferences whenever possible. After the initial upload of the course schedule is initiated, classroom preferences can only be honored on a space available basis. Once all course offerings are entered into Banner as submitted by the academic departments or colleges, a draft schedule is distributed for proofing and then changes/edits are manually entered by the Registration staff.

Revisions/Additions to Course Schedule

Once the schedule of classes is posted to Banner and made available to the departments, all requested changes are submitted to the Registration Center e-mail account at schedule.reg@eku.edu. Edits can be submitted by either entering the requested revisions/additions in the body of the e-mail or by attaching a Course Revision form. Once received, the Office of the Registrar enters the revision and notifies the department that the change has been processed.

Priority-use & Multi-purpose Facilities

The scheduling of teaching laboratories, auditoriums, and other priority-use and multi-purpose facilities may be pre-authorized by the Scheduling Approvers in the individual departments or colleges responsible for those facilities. The Scheduling Approvers in the individual academic departments or colleges are expected to accommodate all reasonable requests and must share that information with the Office of the Registrar or the Office of Conferencing & Events for input into the centralized scheduling system. In the event an academic department or college is working directly with the Office of Conferencing & Events because of external constituents in partnership with ECU, then the Office of Conferencing & Events will inform the Office of the Registrar of the booking for input into the centralized scheduling system. The only exception lies in the scheduling of the Powell Student Center, Powell Tech Commons and the Fitness & Wellness Center in which the Office of Student Life, Campus Recreation and Information Technology maintain scheduling authority of the facilities. Student activities, events and functions have preference of space in the Powell Student Center.

Extended Campuses

Academic courses at the extended campuses are scheduled by the Office of the Registrar then each extended campus director may assign the courses to a specific room. The extended campus director must share this assignment with the Office of the Registrar for input into the centralized scheduling system. All priority-use and multi-purpose facilities may be scheduled by the

	extended campus director who must share this booking with the Office of Conferencing & Events for input into the centralized scheduling system.
Priority-use Facilities/Multi-use Facilities	Facilities are designed for a specific purpose; however, exceptions can be made by the appropriate Scheduling Approver for that particular space coordinated through the Office of the Registrar or the Office of Conferencing & Events. The Office of Conferencing & Events schedules the usage of priority-use and multi-use facilities on the main campus (excluding Powell Student Center, Powell Tech Commons and the Fitness & Wellness Center) when approved by the Scheduling Approver, while adhering to the scheduling authority listed on pages four (4) and five (5) of this policy.
University Holidays	Events will not be scheduled on official University holidays.

Violations of the Policy

Violations of this policy may prohibit usage of campus facilities and outdoor space.

Interpreting Authority

To Be Determined.

Statutory or Regulatory References

KRS 164.410

Relevant Links

- Free Speech Policy (in development)
- Schedule of Fees (in development)
- Bulletin Board and Posting Places Regulation (in development)
- Tobacco Free Policy
- Fiscal Responsibility Policy
- Alcohol Policy

- Catering Policy
- Holiday Schedule
- University Police RSO Event Security Worksheet (in development)

Policy Adoption Review and Approval

October 27, 2008 Recommended for further vetting by the Facilities Usage Ad Hoc Committee
30-Day Comment Period ended February 22, 2009

03/04/09 Draft