



Eastern Kentucky University

Policy and Regulation Library

Administrative Regulation: 7.1.1ADR

Responsible Office(s): Office of Conferencing and Events

Effective: September 10, 2020

Next Review Date: September 2023

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Scheduling of University Facilities

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 by the Office of the President. 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 Conferencing & Events and the Office of the Registrar as delineated below. The authority to supersede the usage of any facility on campus is vested in the Office of the President.

Entities Affected

All Eastern Kentucky University faculty, staff, and students, as well as external constituents to the University.

Procedures

I. Priority Scheduling and University Historical Events

Eastern Kentucky University will attempt to honor reservations for University Facilities, including 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 necessary to meet the needs of the University because of emergencies.

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, ECU may offer an alternate location.

The University is not responsible for any costs or damages suffered by a sponsoring group as a result of such change or cancellation.

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

1. University Academic Courses
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:

- Big E Welcome
- Commencement
- Convocation
- Deck the Halls
- Homecoming (activities and events organized by the University)
- Intercollegiate Athletic events
- Kentucky Special Olympics
- Kentucky All 'A' Classic Basketball Tournament
- Kentucky All 'A' Classic Scholarship Competition
- Kentucky All 'A' Classic Golf Tournament
- Kentucky All 'A' Classic Volleyball Tournament
- Orientation and New Student Days
- Spotlight Days
- Upward Bound

II. Scheduling Academic Courses

The Office of the Registrar schedules all Academic Courses in University Facilities on the Richmond campus.

The Office of Conferencing & Events schedules the use of University Facilities for conferences, meetings, and events. This scheduling yields to the priority hierarchy stated above.

Academic Courses and Academic Activities and Events have first priority for scheduling purposes. When not scheduled for priorities 1 and 2 stated above, a facility may be used only for activities and events which are consistent with appropriate use of space. Requests for reservations of facilities will be reviewed and scheduled on a first-come, first-served basis by the Office of Conferencing & Events.

A. Course Schedule Creation

The Office of the Registrar will partner and collaborate with academic units to develop the University academic course schedule, including the scheduling of those courses into spaces. The academic course schedule will be entered in the Banner System. Any changes to the location of Academic Courses will be made by the Office of the Registrar.

B. Academic Courses at ECU Extended Campuses are scheduled by the Office of the Registrar. Each extended campus director assigns rooms and shares these assignments with the Office of the Registrar for entry in the Banner System.

C. Priority-use & Multi-purpose Facilities

The Office of Conferencing and Events schedules the use of University Facilities for conferences, meetings, and events after Academic Courses have been scheduled for the existing and/or immediate proceeding term to accommodate course preregistration activity. Academic Activities or Events that are not an Academic Course will be coordinated through Conferences and Events using the Space Request Form (SRF). Departments will be notified once the change has been processed.

Priority use of the Powell building will be given to active Registered Student Organizations. Priority use of the Intramural Fields, Challenge Course, and Student Recreation Center will be given to Campus Recreation Programs.

All priority-use and multi-purpose facilities at extended campuses may be scheduled by the extended campus director who must share this booking with the Office of Conferencing & Events for input of the scheduled event into the centralized scheduling system.

III. Exceptions

Facilities are designed for a specific purpose; however, exceptions can be made by the Office of Conferencing & Events. The Office of Conferencing & Events schedules the usage of priority-use and multi-use facilities on the main campus.

IV. University Holidays & University Closures

Events will not be scheduled on official University holidays & University closures without prior written approval from the Office of Conferencing and Events.

Definitions

- **Academic Course:** The regularly scheduled meeting of a credit-bearing course or class listed in the ECU Course Catalog.
- **Academic Activity or Event:** A one-time meeting connected to an Academic Course or Academic Unit such as a guest speaker, etc. that requires space other than that designated to an Academic Course.
- **Event Scheduler:** An Event Scheduler is an individual reporting to the Office of Conferencing and Events that has access to schedule University Space via the University Centralized Scheduling Software. Event Schedulers operate under the parameters set forth in this policy as well as scheduling restrictions created in the University Centralized Scheduling Software.
- **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 ECU:** 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.
- **Internal Constituents:** University approved academic departments or colleges, Registered Student Organizations, and administrative offices or units within ECU.
- **Organizer:** Individual, (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 ECU faculty, staff, student or an external constituent.
- **Registered Student Organization:** A student organization operating upon the University's campus that has completed the registration process with Student Life and First-Year Experience pursuant to Policy 5.1.2.
- **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.
- **University:** Eastern Kentucky University (ECU)
- **University Facilities:** Overall, facilities (both indoor and outdoor space) on the main campus as well as the extended campuses that 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.

Responsibilities

- **Event Organizer**
 - 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.
 - The event Organizer assumes total responsibility including, but not limited to, financial and legal obligations for an event using campus facilities and/or outdoor space.
 - Constituents and organizations (be they internal or external) organizing an event are responsible for any loss or damage incurred by the University resulting from their occupancy of campus facilities and/or outdoor space.
 - ECU is not responsible for agreements between an Event Organizer and Event Sponsor.
- **External Constituents**
 - 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.
 - All External Constituents must be scheduled and coordinated through the Office of Conferencing & Events.
- **External Constituents in Partnership with ECU**
 - All External Constituents in Partnership with ECU must be scheduled and coordinated through the Office of Conferencing & Events.
- **Internal Constituents/Registered Student Organizations/Academic Courses**
 - 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.
 - All Internal Constituents (with the exception of academic courses scheduled in the course catalog) must be scheduled and coordinated through the Office of Conferencing & Events.
 - All Registered Student organizations' requests must be scheduled and coordinated through Conferencing and Events via the Office of Student Life.
 - All academic courses must be scheduled and coordinated through the Office of the Registrar.
 - All Intramural Field, Challenge Course, and Student Recreation Center requests must be scheduled and coordinated through Conferencing and Events via the Office of Campus Recreation.
- **Office of Conferencing & Events**
 - The Office of Conferencing & Events schedules the use of University 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. All academic event requests that are not a credited course will be coordinated through the Office of Conferencing and Events.

- **Office of the Registrar**
 - The Office of the Registrar schedules all credit-bearing classes on the Richmond campus.
- **Scheduling Approvers notification**
 - A temporary replacement must be identified should an Event Scheduler be out of the office for an extended period of time. The replacement should have the authority to handle approvals for campus facilities and/or outdoor space.

Violations of the Policy

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

Statutory or Regulatory References

KRS 164.410

Regulation Adoption Review and Approval

Regulation Issued

<u>Date</u>	<u>Entity</u>	<u>Action</u>
September 10, 2020	Board of Regents	Adopted
June 8, 2009	Board of Regents	Adopted