

SCHEDULING THE USE OF FACILITIES

As a general rule, requests for use of facilities will be made through the Campus Scheduling Office. (Where services such as equipment and catering are required, requests should be made at least two weeks prior to the event in order to guarantee access to the requested services.) All facility reservations should be placed on the EMS system.

The Campus Scheduling Office will review requests to determine if they are consistent with the Community Life Statement and can be accommodated based on space availability and on factors such as campus events occurring at or near the same time and location. In some cases (e.g., athletic fields, Hieronymus Lounge, Museum of Art), building or department or room approvers will be asked to review requests and determine if they can be accommodated.

To make the requesting and approval process as transparent and equitable as possible:

- Building, department or room approvers will indicate on EMS the types of activities that are appropriate and not appropriate for their spaces.
- An approver will indicate the reason for denying a request for the use of space.
- If the requester believes that an approver was unreasonable in denying a request, the requester may appeal the approver's decision to the Vice President for Administration and Planning, who will consult the Athletic Facility Use Committee, Executive Team and/or President.

Approved by the Executive Team on October 27, 2010