

American University

EVENT SCHEDULING POLICY (effective July 2003)

Principles for Space Utilization

American University maintains and operates multiple campus facilities to support and enhance academic instruction and the co-curricular mission of university departments and organizations.

Program facilities at American University are defined as either **instructional spaces** (e.g., Ward 1, Ward 208, Hurst 103) or **event spaces** (e.g., MGC 1-7, MGC 200, Butler Boardroom) and are available for scheduling by university departments or organizations according to the guidelines listed here.

All events on campus require a campus 'host' department or organization. The responsibilities of the host include, but may not be limited to:

1. coordination of all campus services needed for the proposed activity
2. compliance with all AU policies and procedures and applicable laws
3. ensuring the execution of contracts between AU and any non-AU organization
4. representing the activity and any non-AU organization to the AU community
5. ensuring that all fees assessed for the activity are paid in full

Space Use Classifications

All activities scheduled in university spaces fall within one of the following classifications:

Academic Class – A credit or non-credit bearing course that is an official part of the university curriculum including review sessions, study sessions, make-up classes, make-up exams, finals, and any other activity directly related to course instruction.

Departmental Activity – A meeting, an event, or a series of meetings or events hosted and coordinated through academic or administrative departments of American University for the benefit of the campus community. On-campus activities related to research grants awarded to AU, funded by external agencies, and verified by the Office of Sponsored Programs are considered in this category. Academic honorary organizations are also considered in this category.

Student Activity – A meeting, an event, or a series of meetings or events hosted for the benefit of the AU campus community and coordinated through an AU student organization that is recognized and in good standing with Student Activities, Greek Life, or Club Sports.

Executive Activity – A meeting, an event, or a series of meetings or events hosted and coordinated through the Office of the President or a Cabinet officer.

Hosted External Activity – A meeting, an event, or a series of meetings or events brought to campus on behalf of a non-AU organization, contracted directly with American University, and coordinated by an American University Cabinet officer, department, or recognized student organization.

Space Use Priorities by Classification

Prioritization of space use for the above categories is determined as follows:

Academic Class. Classes are scheduled through the Office of the Registrar and have priority in all spaces designated as “instructional spaces.” Classes have secondary priority in “event spaces,” except in those instances where a particular venue may have both a curricular and a co-curricular mission (e.g. Sports Center).

Departmental and Student Activities. Activities sponsored by academic and administrative departments and student organizations have priority in “event spaces” and are scheduled by University Event Scheduling, a department of the University Center. “Instructional” spaces are also available for events scheduled through University Event Scheduling according to the following guidelines:

1. During the spring and fall terms, classroom space will be released to the University Center for events scheduling at the end of the third week of classes.
2. During the summer semester, classroom space will be released to the University Center for events scheduling at the end of the first week of the first summer session.
3. Events will not be scheduled in classroom space during Study Days or Final Exam Week.

Hosted External Activity. Hosted external activities may be accommodated during the academic year on a space-available basis. They will not receive priority scheduling. During Summer Conference Season (the period beginning the day after spring commencement and continuing until the Sunday before residence halls open for fall semester), event space will be available to conferences contracting through Housing and Dining Programs, after the Summer Orientation Program sessions have been accommodated. Instructional space will be available to summer conferences after Summer Session classes and the Summer Orientation Program have been accommodated.

Executive Activity. Upon the request of the executive host, scheduled events may be relocated to accommodate activities hosted by the president and Cabinet members.

Policies

The following policies apply to reservations for space in facilities maintained and operated by American University.

Responsibility of the Sponsor or Host. The faculty/staff sponsor or the host designated on the *Space Reservation Request Form* agrees:

- a) to be present throughout the event and to have available for inspection the confirmation copy of the Space Reservation Request Form and applicable support documents and licenses;
- b) to be responsible for communicating any restrictions regarding the facility to the group and the participants;
- c) to be responsible, individually and jointly with the sponsoring group, for the charges levied for use of the facility, special services and equipment, repair of any damages to the facility, and cleaning above what is usual and customary.

Compliance with laws, policies, and regulations. Groups using university facilities must comply with university policies and regulations and with all federal and District of Columbia laws. These include, but are not limited to American University policies addressing alcohol possession and use, catering, sound amplification, posting, and vending. Copies of these and other applicable policies and regulations are available on the University Center website (<http://www.american.edu/ocl/uc/index1.html>) or may be requested from University Event Scheduling at 885-3539.

Support Services. University Center staff, in its sole judgment, may assign support personnel to any event and bill the hosting department or student organization for the expense. The host will be notified in advance of estimated charges, which may include, but not be limited to charges for:

- a) Public Safety officers
- b) Risk Management officials
- c) Catering personnel
- d) Housekeepers or grounds crews
- e) Audio/visual technicians
- f) Electricians

Limits on privileges. Permission to use university facilities may be revoked or other administrative action taken for non-compliance with applicable policies and laws. Requests for events may be denied if:

- a) the *Event Request Form* is incomplete or inaccurate
- b) the form does not identify a university host
- c) the event is deemed likely to disrupt normal university functions
- d) the event is deemed in conflict with the tax-exempt status of the university
- e) the university is officially closed for the requested dates
- f) the event is deemed to pose a risk to the safety of the university community
- g) the requestor or host is not in good standing in the university community

EVENT SCHEDULING PROCEDURES

Reservations. *Event Request Forms* are available on the University Center website (<http://www.american.edu/ocl/uc/index1.html>) or upon request from University Event Scheduling, 885-3539. Requests may be submitted by e-mail to ues@american.edu or by fax to 885-1534.

Confirmations. University Event Scheduling staff will consult with the requestor by phone or e-mail to verify event information. Final confirmations or denials will be sent by e-mail to the requestor within three business days following submission of simple requests (no special services required) and ten business days for complex events.

Notification to requestors' departments. Faculty and staff requests made through the portal trigger a simultaneous e-mail notification – complete with the request details – to a designated contact person within the department of the requestor. University Event Scheduling will consider the requestor to be the point of contact. The department will have the ability to monitor the requested activities of their staff and faculty. Through this system:

1. University Event Scheduling presumes the requestor is acting with the authority of the department.
2. The e-mail notification is a template that alerts the department to the obligations the staff/faculty member has made on the department's behalf.
3. In submitting the request form, the requestor signs a disclaimer which includes a reminder about departmental notification and the obligations incurred.
4. The department assumes responsibility for managing any disputes over the legitimacy of the event request.

Questions and Appeals. Scheduling questions may be directed to University Event Scheduling, 885-3539. Appeals for exceptions to Scheduling Policy may be directed to the senior director of the University Center or the director of operations, 885-3390.

NOTE: Event scheduling procedures are subject to change as scheduling technology is upgraded.