

**University Policy:** Event Scheduling and Management Policy

**Policy Category:** Facilities Management

**Subject:** Reservation and Expectations for use of University Facilities for University Events

**Responsible Executive:** Vice President for Student Affairs

**Office(s) Responsible for Review of this Policy:** Student Affairs, Facilities Management

**Related University Policies:** Facilities Use Policy, Freedom of Expression and Expressive Conduct Policy, Recognized Student Organizations Manual, Emergency Operating Policy, Animals on Campus Policy, Food Service Policy.

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## I. SCOPE

This Policy applies to AU Departments and programs, Recognized Student Organizations (RSOs), Club Sports, faculty, staff, External Groups, visitors and other Users of University Facilities as defined in this Policy.

## II. POLICY STATEMENT

University Facilities are intended to support and enhance academic instruction, student life, co-curricular learning and university administration. This includes, but is not limited to, classes and events. This Policy establishes the conditions under which the University permits the use of its spaces.

## III. DEFINITIONS

*Academic Class:* The instructional delivery of university-approved curriculum (credit-bearing or non-credit-bearing) transcribed courses that support a degree or certificate program or are a pathway program for matriculation into a degree-granting program. Approved non-credit and non-transcribed programs may be scheduled through the Office of the University Registrar (OUR), but these programs are subject to reclassification, review, and reallocation to an Event Scheduling office based on the intended participants, program structure, and administrative management in the University's enterprise resource planning systems.

*Academic Class-Related Activity:* Mandatory or non-mandatory curriculum-related activities that directly supplement or support graded components of an Academic Class. This may include, but is not limited to, final exams, make-up classes, make-up exams, review sessions, and supplemental instruction facilitated by the Academic Support and Access Center (ASAC).

*Academic Scheduling:* The formal scheduling of Academic Classes and Class-Related Activities through the Office of the University Registrar. While Academic Scheduling is primarily completed in advance of each semester, scheduling may also occur throughout the semester.

*Club Sport:* A student group governed and administered by the student members of that group, recognized by the Club Sports Office of the Recreational Sports & Fitness Department.

*Department or Department-sponsored Program:* An academic or administrative unit governed by the University, including institutes, initiatives, research centers, and programs regulated by the University.

*Designated Unit:* A formally identified University Department, office, or group responsible for the day-to-day oversight, management, and operation of specific Facilities or spaces, ensuring their use aligns with University policies and meets the needs of the University community.

*Event Scheduling:* The scheduling of University Events (including Major Events) and Hosted External Activities into the central event management system through the University Event Scheduling Office (UES) or designated unit Sub-Schedulers.

*Event Space:* University spaces that are primarily scheduled or used for University Events and University-Hosted External Events (i.e., General Use Facilities, Special Use Facilities, and Outdoor Spaces).

*Executive Activity:* A University Meeting or University Event hosted and coordinated through the Office of the President or a member of the President's Cabinet.

*External Group:* An organization or individual not officially affiliated with the University, operating independently. These groups may or may not have partnerships or collaborations with the University and can include community organizations, businesses, nonprofits, government entities, or other outside entities seeking to use University Facilities for events or other activities.

*Hosted External Activity:* A Scheduled Event in a University space on behalf of an External Group, contracted directly with American University, and coordinated by an American University Cabinet officer, AU Department, or RSO. This encompasses activities 'co-hosted' or in 'partnership' between an AU Department, program, or RSO, and a non-AU organization, including activities organized on behalf of professional societies, associations, and similar entities where AU faculty, staff, and students may have membership.

*Informal Group:* An informal gathering of faculty, staff, or students. These groups are not recognized as formal University groups and may include casual social groups or ad hoc groups formed around shared interests or activities.

*Instructional Spaces:* University spaces that are primarily scheduled or used for Academic Classes and Academic Class-Related Activities (i.e., classrooms, class laboratories, open laboratories, research/non-class laboratories).

*Major University Event:* A University Scheduled Event that is approved by the President's Cabinet as critical to the University's mission and has the highest priority for Event Scheduling and the use of university support resources. These events include, but are not limited to, Commencement, New Student Orientation, Welcome Week, Fraternity and Sorority Recruitment, University Awards, Affinity Graduations, Family Weekend, Board of Trustees Meetings, and Presidential Inaugurations.

*Recognized Student Organization (RSO):* A student-led and created group that has been formally recognized by the Center for Student Involvement or another University Department, with benefits and responsibilities tied to the recognition.

*Scheduled Event:* Uses that have been formally arranged and recorded in advance through the University's event scheduling system. These Uses are planned to occur at a specific time and place within University Facilities and require coordination to ensure compliance with applicable University

policies, regulations, and requirements.

*Study Space:* Space primarily used for students or staff to learn at their convenience.

*Sub-Scheduler:* A designated individual within a Designated Unit responsible for reviewing and managing event requests for the scheduled use of University Facilities under the unit's oversight, ensuring that all requests are in compliance with established policies.

*Summer Conference Period:* The period beginning the day after Spring Commencement and running through the first Saturday of August for conference groups, and until the second Sunday of August for intern bookings.

*University Event:* A Scheduled Event of co-curricular or mission-related activities created and coordinated through faculty, staff, or students on behalf of a AU Department or program, or RSO (e.g., meetings, speakers, dialogues, and social gatherings).

*University Facilities:* Includes all indoor and outdoor spaces owned, leased, or operated by the University, classified as Academic, Administrative, Residential, Campus Life, and Athletic, or Mixed-Use. For the purposes of this Policy, University Facilities do not include University-owned property leased to a commercial or residential tenant.

*University Group:* A group composed of faculty, staff, or students that is formally governed and administered by the University. This includes University Departments, University-sponsored programs, RSO, and club sports.

*University Host:* A University Group responsible for an event or activity.

## **IV. POLICY**

The University designates Facilities that may be reserved in the central event management system, in accordance with the following Space Use Principles and Priorities, as well as Event Scheduling procedures managed by the University Event Scheduling Office (UES) within the University Center.

### **A. Space Use Principles**

1. Instructional and Event Spaces are available for Event Scheduling.
2. Scheduled Activities must be recorded in the central event management system.
3. All Scheduled Activities in University Facilities require a University Host.

### **B. Space Use Priorities and Procedures**

Space use prioritization is structured around the University's academic calendar and operational needs, with distinct guidelines for (A) Instructional Spaces and (B) Event Spaces. The following outlines the priorities and procedures of Scheduled Activities by academic term and space type.

#### **Fall and Spring Term – Standard Class Period**

##### **a. Instructional Spaces**

###### **i. 1<sup>st</sup> Academic Scheduling**

Academic Scheduling has the highest priority in Instructional Space.

Instructional Spaces will be released for Event Scheduling after Academic Scheduling is complete, at the end of the third week of classes.

###### **ii. 2<sup>nd</sup> Event Scheduling**

Event Scheduling has priority in Instructional Space after Academic Scheduling. The prioritization of Event Scheduling during this period is as follows:

1<sup>st</sup> Major University Events

2<sup>nd</sup> University Events

Hosted External Activities may be accommodated on a space-available basis. They will not receive priority scheduling.

**b. Event Spaces**

**i. 1<sup>st</sup> Event Scheduling**

Event Scheduling has the highest priority in Event Space.

The prioritization of Event Scheduling during this period is as follows:

1<sup>st</sup> Major University Events

2<sup>nd</sup> University Events

Hosted External Activities may be accommodated on a space-available basis.

They will not receive priority scheduling.

**ii. 2<sup>nd</sup> Academic Scheduling**

Academic Classes and Academic Class-Related Activities have secondary priority in Event Spaces that have both a curricular and a co-curricular mission (e.g., the Sports Center).

**Fall & Spring Term – Final Exam Period**

**a. Instructional Spaces**

During the final exam period, including study days, Academic Classes and Academic Class-Related Activities are the only activities permitted in instructional spaces according to the following guidelines:

- On final exam days, only final exams are permitted in Instructional Spaces.
- On study days and final exam days, only review sessions and study are permitted in Study Spaces.

**b. Event Spaces**

Programming by RSOs ends on the last day of classes. The Center for Student Involvement will make limited exceptions during the finals period for study breaks and religious services.

**Summer Conference Period (Summer Terms)**

**a. Instructional Spaces**

**i. 1<sup>st</sup> Academic Scheduling**

Academic Scheduling has the highest priority in Instructional Space.

During the Summer Conference Period, a set of OUR-designated Instructional Spaces will be released May of the preceding year (e.g., May 2024 for Summer 2025) for Event Scheduling (Major Events, followed by Hosted External Activities contracted through UCGS, then University Events). Other non-designated Instructional Spaces will be released by April 1 of the existing year for Event Scheduling.

Any conflicts resulting from this shall be resolved by the University Conference and Guest Services, The Division of Student Affairs, and the Office of the University

Registrar.

**ii. 2<sup>nd</sup> Event Scheduling**

Event Scheduling has priority in Instructional Spaces after Academic Scheduling. The prioritization of Event Scheduling during this period is as follows:

- 1<sup>st</sup> Major Events
- 2<sup>nd</sup> Hosted External Activities
- 3<sup>rd</sup> University Events

**b. Event Spaces**

**i. 1<sup>st</sup> Event Scheduling**

Event Scheduling has the highest priority in Event Space.

During the Summer Conference Period, Event Spaces will be available May of the preceding year (e.g., May 2024 for Summer 2025) for Event Scheduling (Major Events, followed by Hosted External Activities contracted through UCGS, then University Events).

The prioritization of Event Scheduling during this period is as follows:

- 1<sup>st</sup> Major Events
- 2<sup>nd</sup> Hosted External Activities
- 3<sup>rd</sup> University Events

**ii. 2<sup>nd</sup> Academic Scheduling**

Academic Classes and Academic Class-Related Activities have secondary priority in Event Spaces that have both a curricular and a co-curricular mission (e.g., the Sports Center).

**YEAR-ROUND PRIORITIES AND PROCEDURES**

**a. Executive Activity Prioritization**

Occasions may arise when an official Executive Activity takes precedence over use of an already scheduled space. In the event rescheduling is necessary, alternative locations and times that are reasonable under the circumstances will be provided to the Host Organization of the displaced activity.

**b. Informal Group Activity Prioritization**

Activities and events planned by Informal Groups do not have Event Scheduling privileges but may use unscheduled classrooms and meeting rooms as available. At all times, Scheduled Events have priority over informal group space use.

**C. Space Use Requirements and Limitations**

**1. Hosted External Activities**

Hosted External Activities are subject to contracts and fees for the use of University space and resources. Exceptions to these fees apply only to Hosted External Activities related to research grants awarded to AU, funded by external agencies, and verified by the Office of Sponsored Programs and Research Administration (OSARA), provided that University space and resources are explicitly designated as a 'contribution in kind' in the grant award. Hosted External Activities include activities organized on behalf of professional societies, associations, coalitions, unions, and similar entities. A unit's membership in an External Organization does not grant the organization complimentary use of University Facilities for

its activities.

## **2. University Hosts**

All Scheduled Activities in university space require a University Host. The University Host designated on the *event reservation* agrees to:

- a. comply with all Event Scheduling policies and procedures;
- b. coordinate all campus services needed for the scheduled event;
- c. communicate all University requirements, restrictions, and policies and procedures to event participants;
- d. ensure compliance with all AU policies and procedures and applicable laws by event participants;
- e. ensure the execution of contracts between AU and any non-AU organization.
- f. represent the activity and any non-AU organization to the AU community, including on-site representation throughout the event;
- g. designate a contact person for the event who will serve on-site as the event liaison to AU facility managers and support staff, including having space reservation confirmations and applicable support documents and licenses readily available for inspection; and
- h. ensure full payment of all fees assessed for the event, including charges for facility use, special services and equipment, repair or replacement cost of event-related damages to University Facilities, or cleaning beyond normal standards.

## **3. Support Services**

University Event Scheduling (UES) and Sub-schedulers may assign support services to any event, which may incur a fee. University Hosts will be notified in advance of estimated charges. Support Services may include, but not be limited to:

- a. Public Safety officers;
- b. Risk Management personnel;
- c. Catering personnel;
- d. Housekeepers or grounds personnel;
- e. Audio/visual technicians; and
- f. Electricians

# **V. SPACE USE LIMITATIONS**

## **A. Conditions for Cancellation, Denial or Modification of Requests**

The University may, in its sole discretion, cancel, deny, reschedule, or otherwise modify as appropriate any requested or scheduled use of space if:

1. the information provided on the event reservation is incomplete or inaccurate;
2. the event conflicts with another scheduled event with higher priority;
3. the event conflicts with the tax-exempt status of the university;
4. the university is officially closed for the requested dates;
5. the event is deemed to pose a risk to the safety of the university community;
6. the host is not in good standing in the university community;
7. the event does not comply with the University's Facilities Use Policy or other university policies, procedures, and laws.

## **B. Compliance with University Policies and Laws**

All uses of University Facilities must comply with university policies and procedures and

applicable federal and local laws. These include but are not limited to American University policies addressing alcohol possession and use, catering, sound amplification, posting, tabling, and vending. Copies of these and other applicable policies and regulations are available on the University Policies website or may be requested from University Event Scheduling at 202-885-3939.

## **VI. GUIDELINES FOR DEMONSTRATIONS**

Demonstrations, as defined by the Facilities Use Policy, are permitted in accordance with the University's Policy on Free Expression and Expressive Conduct and all other applicable policies. Nothing in this Section should be interpreted or understood as limiting or endorsing expressive speech and activities, whether planned or impromptu, at public University functions, activities, and events, or in University Facilities in circumstances where the speech or event (1) does not meet the definition of a demonstration, and does not interfere with the event's occurrence or prevent audience members from hearing or observing the event, or (2) does not violate the University Facilities Use Policy.

### **A. Restricted Use for Demonstrations**

The University recognizes that free expression is important to its educational mission and to the civic life of the campus and community. Additional limitations on space use are designed to ensure physical safety of people and sensitive equipment, maintain and protect critical University operations and functions, and support privacy and confidentiality of documents and data as required by law. Demonstrations as defined in the Facilities Use Policy are prohibited in these spaces as follows:

1. Inside residence halls, research laboratories, computer labs, the Terrace Dining Room (TDR), Kay Spiritual Life Center (KSLC) and private offices (excluding reception areas and lobbies). Scheduled vigils are permitted inside Kay Spiritual Life Center (KSLC).
2. Spaces within University Facilities containing valuable or sensitive materials, collections, equipment, or records (including educational, student-related, personnel, or financial records protected by law or University policy). These include, but are not limited to, libraries, the Office of Financial Aid, The Health Center, The Office of the University Registrar, and The Wellbeing Center.
3. Scheduled Classrooms, seminar rooms, auditoriums, and meeting rooms where classes or private meetings are currently in session or imminently scheduled to occur.
4. Critical Facilities such as emergency services, utility rooms, and other facilities essential to the University's operations.

## **VII. ENFORCEMENT**

Questions about this Policy should be directed to the Division of Student Affairs. Where there may be conflicts between this Policy and other University policies, the Office of the Vice President for Student Affairs will determine the resolution of the conflicting provisions. Failure to adhere to these policies may subject the event sponsor to cleaning or repair fees and/or restriction of space use privileges. In addition, noncompliance with this Policy may constitute misconduct that is actionable under the Student Conduct Code, the Staff Personnel Manual, and the Faculty Manual.

## **VIII. EFFECTIVE DATE AND REVISIONS**

This Policy is effective July 2003. Revised on March 5, 2025.