

DATE  
APPROVED:



# Application for Regular Event Status



Date of Application \_\_\_\_\_

Event Title \_\_\_\_\_ Organizaton/Department \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Event Date Standard: (See policies on reverse)

Unless: \_\_\_\_\_

Event Details: Include Estimated Attendance, Event Type, & Setup Style:

Specific Room(s) Requested:

Specify Event Times (when possible):

Actual Event Time:

From: \_\_\_\_\_ To: \_\_\_\_\_ Room Ready by: \_\_\_\_\_

Actual Calendar Dates Scheduled for Next Five Years:

Skutt/Harper Center

Representative: \_\_\_\_\_ Applicant: \_\_\_\_\_  
Date Date

# Regular Events Policy

## Purpose

To reserve facilities for recurring events five years in advance according to an approved Event Date Standard.

## Requirements

An event considered for Regular Event Status must comply with the following criteria:

- The event must be sponsored by a recognized student organization, university organization or university department
- The event must follow a monthly, annual, semiannual, or alternate year pattern of scheduling for an indefinite number of years
- The event must be clearly defined by Date(s), Room(s), and Time(s).
  - Academic and ecclesiastical calendars will determine the selection of some dates
- The event must be a single event:
  - Which may include multiple room reservations
  - Which may repeat or extend over a series of several days
  - But which may not be a series of single events
- No date or space may be placed on “hold” or reserved unless a specific event has been scheduled for that date.
- The event must have a history of consistently being scheduled

## Application & Approval

Event sponsors must complete an Application for Regular Event Status form and submit it to the office of the Facility Services Manager. After reviewing the application, and with the recommendation of the Facility Services Manager, the Student Center Advisory Board will then recommend that the Vice-President for Student Services either approve or deny the event for Regular Event Status.

## Changes & Cancellations

Date, time and room changes or cancellations of Regular Events must be requested through the Facility Services Manager's office in writing. Changes to a reservation will be made only if appropriate space is available. All cancellations and changes will be reviewed by the Facility Services Manager, who will make recommendations for changes in status or Event Date Standards.

## Administration & Maintenance

The Facility Services Manager is responsible for the administration and maintenance of this policy. Specifically, the responsibilities include:

- Schedule newly-approved Regular Events for five years and confirm the reservations with the client
- Maintain an accurate roster of approved Regular Events
- Make and confirm new reservations for each of the approved Regular Events according to the Event Date Standards
- Annually confirm the upcoming five years' reservations with the client
- Ensure that appropriate setup reservations are made for events needing additional setup time
- Monitor reservation changes that deviate from the approved Event Date Standard
- Recommend that Regular Event Status be approved, changed or revoked
- Manage changes and cancellations of reservations