PURPOSE: To establish a protocol for reserving indoor space to accommodate an event scheduled outdoors that may encounter inclement weather.

SOURCE: Harper Center for Student Life and Learning Administration

POLICY: Due to the high demand for space on Creighton’s campus, it is not a customary procedure to allow clients to reserve inclement weather site locations within the Harper Center for Student Life and Learning. However, there are particular events involving a large number of attendees which require a guaranteed location. Examples of this would include University activities with regular event status.

The Reservations and Event Planning office will make the final determination as to the qualifications of a specific event with consultation with the Harper Center Administration.