

FACILITY POLICY
V. J. and ANGELA SKUTT STUDENT CENTER

SECTION Building Processes			NO. 3.7		
ISSUED April 2007	REV.	REV.	REV.	REV.	REV.
POLICY Inclement Weather Site Locations			PAGE OF 1 1		

PURPOSE: To establish a protocol for not allowing or restricting the reservations of indoor space(s) to accommodate an event scheduled outdoors that may encounter inclement weather.

SOURCE: The Skutt Student Center Advisory Board

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 in the Skutt Student Center. However, there are particular events involving a large number of attendees which require a guaranteed location. Examples of this would include the Welcome Week Dance, Jay Jam, or the Hilltop Jam. For such events the Skutt Student Center will allow indoor space to be reserved as a backup for inclement weather.

The Skutt Student Center director or his designatee will make the final determination as to the qualifications of a specific event.

Indoor vendor lobby tables will not be reserved in conjunction with an outdoor table on the mall solely for the purpose of having a space in the event of bad weather. However, outdoor vendors can relocate to the Fireplace Lounge as approved reserveable space will allow.

 Signature/Date
 Skutt Student Center Advisory Board Member

 Signature/Date
 Vice President for Student Services
 or Designated Representative