

FACILITY POLICY
V. J. and Angela Skutt Student Center
Harper Center for Student Life and Learning

SECTION Reservations and Event Policy			NO. 3.10		
ISSUED April 2007	REV. January 2011	REV. May 2011	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 and 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 Skutt Student Center or 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 Skutt Student Center and Harper Center for Student Life and Learning Administration.

In the Skutt Student Center 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 may be able to relocate to the Fireplace Lounge as approved by the Skutt Student Center and Harper Center for Student Life and Learning Administration.
