

# Skutt Student Center



*Facilities  
Service  
Guide*  
(Revised 2007)



*V.J. and Angela Skutt Student Center  
Creighton University  
2500 California Plaza  
Omaha, Nebraska 68178-0310*



*Reservation and Event Planning Office*

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Hello!

Since its opening in 1987, the Skutt Student Center has strived for excellence at every level of service for our clients. In keeping with our mission statement, the Skutt Student Center “seeks to effectively manage its facilities and services and be responsive to the changing needs of the campus population.” Our entire staff is committed to providing outstanding service while maintaining a top-notch facility.

One of our primary goals remains to increase the quality of our customer service by meeting the ever-changing needs of today’s clients.

The purpose of this guide is to provide information regarding facilities and services available in the Skutt Student Center. It has been designed with you in mind as a resource in your event planning process. We sincerely hope that you find it a valuable tool. Our team of managers and support staff are always available to answer any questions or concerns.

As always, we look forward to assisting you and providing an unequalled level of service.

Sincerely,

Connie Aliano  
Reservations and Event Planning Associate Manager

# Telephone Information

Administrative Office	280-1706
Campus Food Service Catering	280-2446
Creighton Campus Operator	280-2700
Information Desk	280-1705
Information Desk Fax	280-3126
Public Safety Office	280-2104
Reservations and Event Planning Office	280-1700
Welcome Center	280-2279

Campus Programs	280-1715
Clubs and Student Organizations	280-1715
Creighton Federal Credit Union	280-1709
Creighton Students Union	280-2724
Greek Affairs	280-1715
Jack & Ed's	280-1775
Student Activities	280-1715
Vending Machine Hot Line	280-2926

Rowland Hughes, Director 280-1700  
rhughes@creighton.edu

Eric Yarwood, Assistant Director 280-3717  
ericyarwood@creighton.edu

Connie Aliano, Associate Manager of  
Reservations & Event Planning 280-1493  
caliano@creighton.edu

Michelle Ferestad, Associate Manager of  
Operations 280-1714  
michelleferestad@creighton.edu

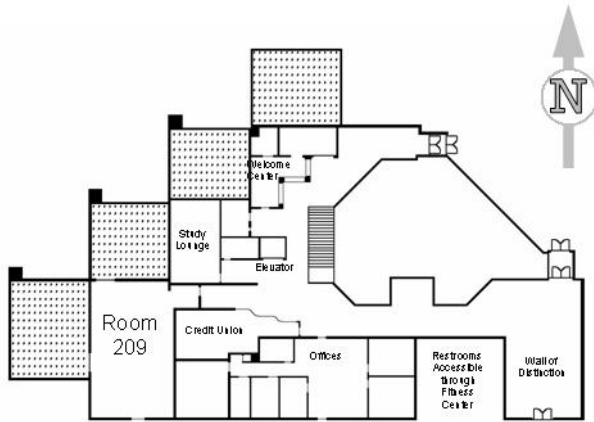
Tami Thibodeau, Business and Marketing  
Manager 280-3519  
tthibodeau@creighton.edu

Web Site: <http://www.creighton.edu/Skutt>

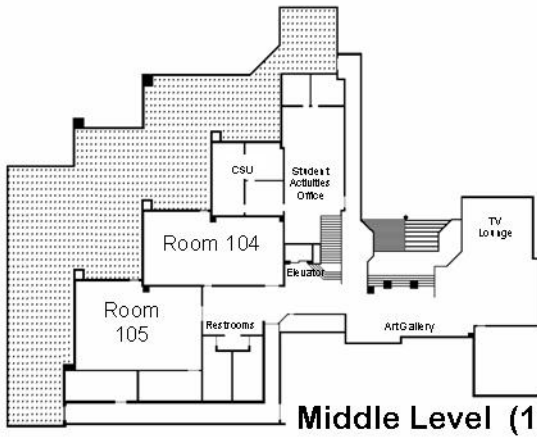
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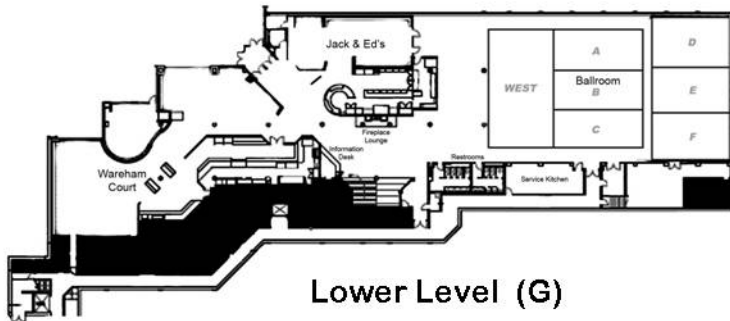
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**Top Level (2)**



**Middle Level (1)**



**Lower Level (G)**

# General Information

The Skutt Student Center is the campus living room and a central focus for the development of the campus community.

As a Student Union, the building serves as an important venue for student programs and meetings. It provides a setting for leisure time activities, and services to foster social interaction and collegial exchange. The offices of student government and Student Activities coordinate student programs and resources from their offices located in the Skutt Student Center.

As a Campus Center, the building hosts major University events, departmental meetings, and social gatherings for alumni and friends.

Dominating the three-story building is the skylit atrium that transcends the wide, terraced grand stairway to the ground floor. The primary facility of the building is a subterranean multipurpose ballroom that can be divided into as many as seven meeting rooms. In addition, two meeting rooms and a boardroom complete the 10,000 square feet of meeting space available for reservations. Operated primarily with student fees and self-generated income, the building is home to a variety of convenient food services, lounges, and leisure areas. Opened in 1987, the Student Center is named for its benefactors, Mutual of Omaha executive V. J. Skutt and his wife, Angela.

## Location

Situated in the heart of the main campus, the Skutt Student Center is located directly across the Skinner Mall from the Reinert Alumni Library. St. John's Church and the Skinner Mall fountain lie to the East of the Skutt Student Center while the Kiewit Fitness Center neighbors to the south in the adjoining building.

## Building Hours

Regular hours of operation during fall and spring academic terms:

Monday - Friday 6:30 a.m. - 11:00 p.m.

Saturday—Sunday 10:00 a.m. - 11:00 p.m.

LATE NIGHT HOURS—LOWER LEVEL ONLY during fall and spring academic term:

Sunday through Thursday 11:00 p.m.—2:00 a.m.

Regular hours of operation during summer (beginning last Friday of spring semester finals; ending Sunday prior to the start of fall semester classes):

Monday - Friday 6:30 a.m. - 8:00 p.m.

Saturday - Sunday noon - 8:00 p.m.

General holiday and break schedule ( Labor Day, fall break, Thanksgiving break, semester break between fall and spring terms, spring break, Easter weekend, and Memorial Day weekend):

Monday - Friday 8:00 a.m. - 8:00 p.m.

Saturday - Sunday noon - 8:00 p.m.

## **Public Telephones**

Public telephones are located on each level of the Skutt Student Center. Phones may be used at no cost to call any local phone number. Long distance calls can be made from Skutt Student Center public phones, but only if the caller has a University issued long distance code.

## **Building Managers**

Skutt Student Center managers are on duty during building operating hours to provide assistance in any situation. They can be contacted by calling administrative offices at 280-1700 during regular office hours or by calling the Information Desk, 280-1705, at any time during building operating hours.

## **Information Desk**

Located on the ground level of the Skutt Student Center, the Information Desk provides numerous services including: message center, lost and found, fax, photocopying, locker rentals, postage stamp sales, literature distribution, and lending of magazines and daily newspapers.

## **Welcome Center**

We are proud to offer our guests extended customer service amenities at the Welcome Center located on the 2nd level. Student employees are the concierges of our facility. If you need anything, don't hesitate to ask!

## **The Nest**

Located on the middle level, the Nest provides casual furniture, including People Chairs and I-Joy massage chairs. A no charge billiards table and large group study table are also available in the Nest. Three small screen televisions complement the space.



## **Convenience Shop and Food Court**

Located on the ground level, Jack & Ed's is open seven days a week. It offers candies, drinks, sandwiches, salads, pastries, and sundry items. Jack & Ed's provides 4 large screen TV's and a computer lounge. Also on the ground level, Wareham Court offers "fast food" style dining, featuring Godfather's Pizza, Blimpies, Memora-Beal-ia Grill, Wrapsody, Fresh From the Pan, and Jebbies Remembered food stations.

## **Banking**

A credit union is located on the 2nd level. ATMs are located on the ground and 2nd levels. A Jay-Bucks Load Value Center machine is also located on the ground level.

## **TV Lounge**

A large screen television with sofas, pub tables and chairs is located on the 2nd level at the entrance to the Kiewit Fitness Center

## **Restrooms**

Restrooms are located on all levels of the Skutt Student Center.

- Ground level – Near the entrance to the Ballroom
- Ground level - West of Jack & Ed's  
(Family restroom/ADA accessible)
- 1st level – near Rooms 104 and 105
- 2nd level – in the Kiewit Fitness Center, through the Wall of Distinction area

## **Building Security**

The Skutt Student Center staff provides general monitoring of building security at all times. Public Safety officers may be called to assist with medical or security emergencies. The Skutt Student Center accepts no responsibility for lost or damaged property.

### **First Aid/Emergency Medical Services**

Injuries sustained in the Skutt Student Center must be reported to the building manager or the Administrative Office located on the upper level. If necessary, the building manager will administer comfort and minimal first aid and/or summon a Public Safety Officer to arrange transportation to Creighton Medical Center for emergency care.

### **Smoking Regulations**

The Skutt Student Center is a smoke-free facility. Smoking is prohibited in all areas of the building and also is prohibited within 30 feet of any entrance to the Skutt Student Center.

### **Accessibility**

The Skutt Student Center entrances on the ground and 2nd levels are accessible for persons with disabilities. An elevator is located next to the Grand Stairway on the 1st and 2nd levels. On the ground level, the elevator is located in the corridor under the Grand Stairway. An ADA restroom is located immediately inside the lower level entrance

### **Storage**

Locker rental service is available at the Information Desk. There is no other storage available in the Skutt Student Center. The Skutt Student Center accepts no responsibility for lost or damaged property.

### **Room Signs and Announcements**

Signs outside each meeting room will announce the events scheduled for that room. A schedule is posted at all entrances listing the events for the day. This schedule also is posted on the Skutt Student Center's web site.

<http://www.creighton.edu/Skutt>

## **Messages**

Emergency messages for guests of the building may be relayed through the Skutt Student Center Information Desk at 402-280-1705 or the Welcome Center at 402-280-2279.

## **Severe Weather Shelter**

The Skutt Student Center ballroom is a designated severe weather shelter. Building occupants will be notified in the event of a severe weather warning and must proceed to this space if required by building management.

## **Fire Alarm**

At the sounding of a fire alarm, all building occupants must evacuate the building using the nearest exit. Do not use the elevators. Please follow instructions of the building management and Public Safety officers.

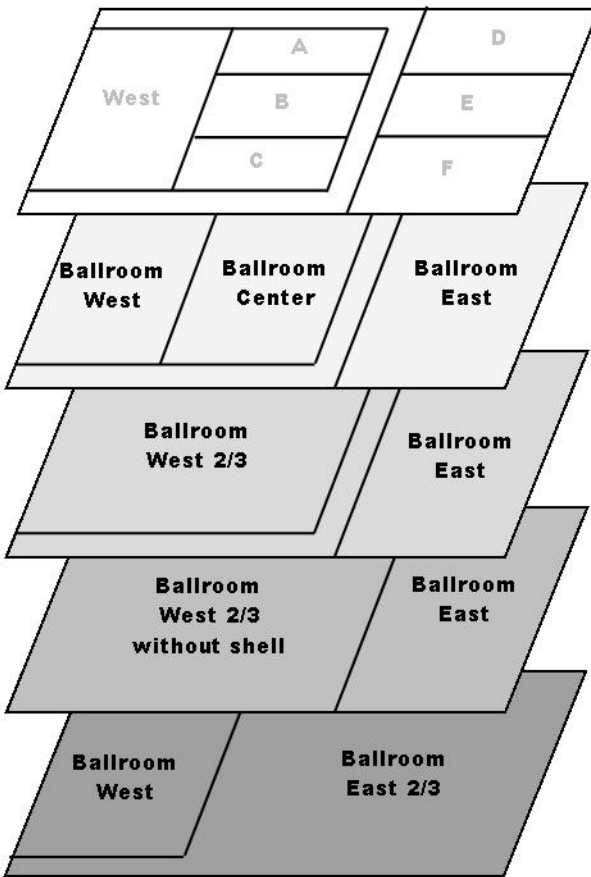
## **Evaluation and Accountability**

The Skutt Student Center welcomes evaluation of its services and personnel. This can be as simple as a suggestion, a smile or a thank you directly to the staff person responsible for that portion of your event. Suggestions for improved or additional services should be addressed to the Reservations and Event Planning Department.

Problems and concerns with services may be reported to the Reservations and Event Planning Manager or to the Skutt Student Center Director. The Skutt Student Center is a department within the Division of Student Services.

# Ballroom

This large, carpeted, multipurpose space is located on the ground level of the Skutt Student Center. It is equipped with a sound system and a unique lighting system. A movable glass wall on the west end allows the ballroom to be expanded into the Drawing Room area. It will seat a maximum of 700 for an audience, 400 for a banquet, or it can be divided into smaller meeting rooms. See diagram below for the standard configurations. See Appendix C for room capacities.



# Meeting Rooms

## **Meeting Rooms 104 and 105**

Located on the 1st level, these rooms can be used separately or together for meetings, workshops, conferences, banquets, and small receptions. Room 104 can accommodate an audience of 65 or round tables for a maximum of 56. Room 105, being slightly larger, can accommodate an audience of 78 or round tables for a maximum of 64. An outdoor patio located adjacent to these rooms can also be reserved (see Exterior Balconies.) Appendix C, at the back of this publication will show specifics on room capacities.

## **Boardroom 209**

Located on the 2nd level of the Skutt Student Center, this space provides a comfortable meeting room setting with two separate spaces: a conference area and a “living room style” lounge area. A maximum of 12 people may be seated at the boardroom table. Six side chairs provide additional seating for guests and presenters. Formal committee meetings, luncheons, interviews, and casual discussion groups can be held comfortably in this room. A DVD/VCR and monitor are permanently located in the room’s entertainment center. This room also can function as a venue for stand-up receptions. Utilizing the two private outdoor patios, room 209 could accommodate up to 50 people for this type of event. The Boardroom is permanently arranged in a configuration most conducive to the types of events held there. No changes to the arrangement of the furnishings are allowed in room 209 unless authorized by the building management

# *Building Commons*

The building commons, which include the Drawing Room, Fireplace Lounge, Art Wall, Wall of Distinction, and other public areas in the building, also can be reserved. However, the Reservations and Event Planning office determines and coordinates the feasibility of each reservation request based on special event requirements (such as amplified sound) and compatibility with other scheduled events.

## **Drawing Room**

This space is used primarily as an overflow seating area for guests of Jack and Ed's, and a quiet study space for students.

The Drawing Room is situated adjacent to the Ballroom and is often reserved in conjunction with the Ballroom to accommodate buffet tables for receptions and other large events.

## **Fireplace Lounge**

This space serves as the hub of the building. The fireplace area anchors the Grand Stairway under a three-story atrium. The décor creates the feeling of a cozy

“living room” for students, faculty, staff and guests to enjoy. The grand piano is located on the east side of the Fireplace Lounge and is available for students, staff, faculty and guests to play and enjoy.

## **Wall of Distinction**

Located on the upper level at the Kiewit Fitness Center entrance, this display honoring outstanding students is incorporated into our TV lounge area.

## **Lobby Tables**

Reservations for lobby tables can be made to set promotional displays, provide services, or distribute information in the high traffic areas of the Fireplace Lounge (two tables) and the Wall of Distinction area (two tables). These tables can be reserved by campus groups at no charge and by public vendors for a fee as space is available. Each six-foot, skirted table is provided with two chairs. With special arrangements, electrical service can be provided. Vendors are reminded not to solicit building guests other than those approaching the lobby table.

## **Art Wall**

Located on the 1st level, this area is available to Creighton faculty, staff, and students who wish to exhibit art. This space is programmed through a student based art coordinator.

## **Exterior Balconies**

The two private balconies adjoining Boardroom 209 are reserved in conjunction with that room's reservation. The balconies adjoining Rooms 104 and 105 can be reserved in conjunction with those rooms. Activities scheduled for these areas, especially those with amplified sound, cannot conflict with other activities in the building or on campus. A limited number of outdoor tables are available for client use. Any AV equipment for outdoor events on the patio must be supplied by the client.

## **Outdoor Stage and Wareham Court Patio**

Located on the northwest ground level corner of the Skutt Student Center, the stage measures 12' x 36' and is equipped with four electrical outlets (110 volts). This area is ideal for small outdoor music events. Wareham Court patio is for use as is.

## Wareham Court

The eating area with tables is available (as is) in limited situations and only by special approval of the Reservations and Event Planning Office.

## Nonreservable Space

Information Desk and Jack & Ed's (ground level), The Nest (1st level), the TV Lounge, Welcome Center (2nd level), Grand Stairway, and all restrooms cannot be reserved. In addition to these building commons areas, the administrative offices and retail spaces cannot be reserved. Client access to storage and kitchen areas is strictly prohibited.



# Equipment

The Skutt Student Center has a variety of equipment and furnishings available at no charge for functions held in the Skutt Student Center. For a list of equipment available see Appendix B.

Skutt Student Center equipment and furnishings will not be rented or loaned for use outside the building. Arrangements for equipment must be made in advance and are reserved on a first come, first served basis.

Last-minute requests for equipment, if accommodated, are subject to a setup charge. Repair or replacement costs of equipment or furnishings abused during a function are billed to the user.

## **Audiovisual Multi-Media Service**

Skutt Student Center staff will set up all reserved equipment in the scheduled room. Equipment is tested and ready for client use. Users of audiovisual equipment must provide their own equipment operators. Basic training of equipment operation is available by the staff. Questions or problems with the equipment should be directed to the event planning manager or the building manager on duty at that time. It is suggested that clients arrive early to test their media with the equipment provided. The Skutt Student Center staff must make any and all adjustments to lighting or sound systems.

## **Equipment Rental**

When specialized equipment is not available from the Skutt Student Center inventory, clients may bring or rent their own. Special arrangements to coordinate this equipment must be made with the Reservations/Event Planning Office in advance. Last-minute arrangements, if accommodated, are subject to a setup charge. Rental equipment, such as sound systems, must be fully independent of, and will not be connected to, Skutt Student Center equipment. The client (or equipment provider) must supply all necessary cords, attachments, and technical support. The client must ensure that safety and room presentation standards are met

(i.e., cords are covered and presentation of equipment is neat and orderly). The Skutt Student Center does not provide storage and cannot be held liable for rented equipment. If necessary, University departments may contact Classroom Services at 280-2543 to provide audiovisual equipment.

### **Pianos**

Two pianos may be reserved for use in the Skutt Student Center. The grand piano is located in the Fireplace Lounge on the ground level and can be moved to the Ballroom area only. The spinet piano is located in the foyer to Room 104. It can be moved to Room 105 or the other levels of the Skutt Student Center. The pianos are tuned three times per year. Special tuning for a specific event must be arranged in advance through the operation manager's office. There is an additional fee for this tuning service. The pianos are tuned by the Skutt Student Center's authorized commercial piano technician. There is a \$75.00 rental fee for use of the grand piano.

# Utilites

The ballroom and the Fireplace Lounge are equipped with 220-volt connections. Access to these connections must be authorized and supervised by Skutt Student Center staff. Special arrangement must be made at least 3

working days in advance of the event for access to the 220-volt box. Accessibility to equipment rooms and utility boxes is prohibited without authorization from a facility official. Additional electrical service for events will be rented, supplied, and serviced by Creighton's Facilities Management Department.

## **Wireless Internet Access**

The Skutt Student Center is a wireless facility. A Student Center building manager will assist you in logging on to the system.

## **Telephones**

In addition to the public phone, campus telephone jacks are available in meeting rooms 104 and 105, the Fireplace Lounge, and the ballroom (ballroom east, south wall; ballroom center, north wall). Telephones can be reserved for use in these rooms, and dial-in telephone numbers will be made available. Boardroom 209 is equipped with both a telephone jack and a desk telephone.

## **Video Conferencing**

Creighton University's Division of Information Technology (DoIT) can provide video and satellite conferencing services. The Skutt Student Center Ballroom East, Room 209, and Jack & Ed's are all equipped to receive satellite programs. Please contact the Reservations and Event Planning Department for assistance in coordinating this service.

# Room Setup

## Setup Details

The Reservations and Event Planning Office requires clients to provide all setup requirements (except final guarantee of attendance) no later than three working days prior to the event. Late changes and/or additions will be subject to additional fees. Clients are to contact the

Reservations and Event Planning Office with any changes as soon as possible.

## Room Design

The Reservations and Event Planning Office provides knowledgeable assistance in designing an effective room layout or suggesting a setup style. For larger events, a floor plan may be developed as a tool to visualize the design.

## Setup Styles

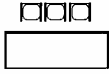
A number of standard setup styles are available. In addition, the Reservations and Event Planning staff can develop alternatives to fit special needs.

Considerations when selecting a Setup Style:

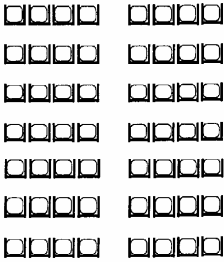
- Number of participants that can be accommodated in a particular setup style
- Audiovisual and multi-media equipment needs
- Location of food or refreshment tables
- Sound system needs (microphone and speakers)
- Presenter needs — podium or head table
- Writing surface for participants
- Group interaction and participation
- Speaker/audience dialogue
- Sight lines and distance to speaker or screen
- Formal or informal setting
- Special lighting

## Audience Style

This style accommodates large groups in minimal space. It is ideal for lectures, instructional meetings, seminars, performances and visual presentations. Chairs are set in rows facing a podium, head table or projection screen at the front of the room. A center and two side aisles provide access to the chairs.

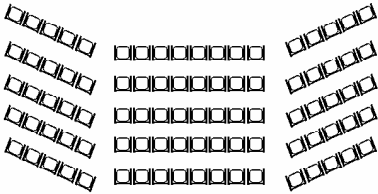


**Consider This:** An audience style provides minimal interaction among participants. The attention is focused toward the front of the room and tends to inhibit local group interaction. It can be used if the objective is to persuade the participant, or to inspire the participant to action. Participants may be far from the presenter. If participants need to take notes or complete forms, event organizers could provide clipboards, folders, or notebooks to serve as writing surfaces for participants.



## Theater Style

Having the same qualities as audience style, theater style is ideal for large audience groups. The side aisle chairs angle to face the speaker, allowing additional participant interaction and additional side aisles. It moves the focus from the audience to the speaker in shallow, horizontally set rooms. Theater style is not a suggestion for small rooms such as meeting Rooms 104 and 105.

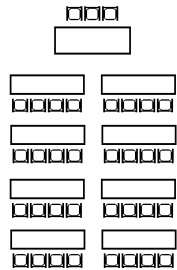


**Consider This:** Theater style is often used in the front half of the Ballroom, and the back half is set audience style when the speaker is at the east end. When the speaker is on the north side of the Ballroom, theater style is used to provide participants on the east and west ends the ability to focus on the speaker.

## Classroom Style

This style provides participants with a writing surface in a formal lecture/seminar setting. However, this style reduces the number of participants in a room. Tables (18” or 30” wide) are set with chairs on one side facing the speakers. Naturally, 30” wide tables provide for more work space for participants than 18” wide tables. However, using 18” wide tables will allow more participants in the same size room. Classroom style is ideal for instructional lectures, seminars, day-long conferences, orientation seminars, or workshops with or without visual presentations.

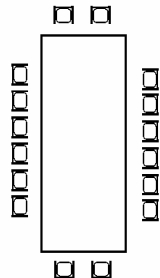
Consider This: As with audience style, participants may be far from the presenter and able to see only the backs of other participants. If the reserved room cannot accommodate the number of participants in the standard classroom style, round tables or conference style can be used to allow for a writing surface. To accommodate a larger writing surface with a wide range of group interaction, try using a hollow square or U-shape style.



## Boardroom Style

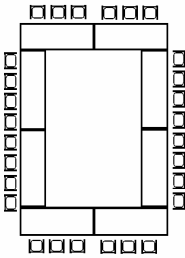
For maximum group/facilitator interaction, boardroom style is preferred. It provides a “round table” discussion atmosphere with an excellent work area for writing at one table. Boardroom style is used for small luncheons, interviews, and planning meetings. Room 209 is permanently set with a boardroom table for 12 people.

Consider This: Sight lines may not be ideal for all participants. For presenters and observers not seated at the conference table, extra chairs may be set at one edge of the room. If the group is larger than 16, a hollow square or even a U-shape style for visual presentations may be used.



## Hollow Square Style

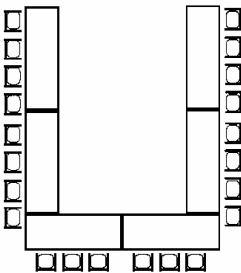
The hollow square style provides a setting for work sessions and luncheons in a large group environment. It has the same features as boardroom style with the added benefit of accommodating a larger group (12 to 30 people). Tables are set around the perimeter of a square with chairs on the outside facing inward. The inside of the hollow square is skirted to hide the table base.



Consider This: If visual presentation equipment is needed with the feature of a hollow square, a U-shape style may be used. If extra workspace is needed at the table, chairs can be spaced to allow for it around the table. However, this will limit the maximum number of people who can be seated at a hollow square.

## U-Shape Style

An ideal setting for visual presentations for groups of 10 to 25 people, this setup provides adequate workspace, good sight lines to the screen and a formal atmosphere. Tables are set in the same fashion as a hollow square, only with an opening at one end.

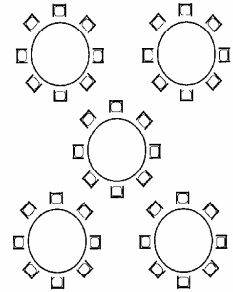


Consider This: A U-shape table style can accommodate fewer people than a hollow square. In all standard U-shape arrangements, the open end of the table is in the front of the room (furthest from the main door). If the table should face the door end of the room, the client should specify that when arranging the setup details.

## Round Table Style

Round tables accommodate the majority of catered events held in the Skutt Student Center. Ideal for lunches, brunches and banquets, this style provides a formal dining setting for groups of 8-10 people per table in the Ballroom and 6-8 people per table in rooms 104 and 105. Additional room features (such as buffet tables, stages, podiums, head tables, and audiovisual equipment) are often added for programs during the event.

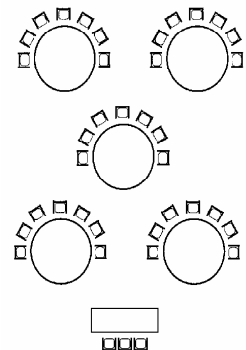
Consider This: Clients are advised to plan for no more than the maximum room capacities. These numbers must be decreased for events requiring additional room features such as buffet tables, stages, dance floors and other extra features. In Rooms 104 and 105, seating capacities will be adjusted depending on the extra features required



## Conference Style

This style is used for large conferences when table space is needed for participants. In the Ballroom, 5-7 chairs are set on one side of the round table facing the front of the room. This allows for small group interaction and a writing surface. It is ideal for a luncheon program.

Consider This: For a daylong conference, this style can accommodate a morning work session, a simple lunch and an afternoon session after a quick cleanup- all in the same room. However, dinners or served luncheons cannot be accommodated without adequate setup time (2-4 hours) before the event. Participants see only the backs of other participants, and there is minimal interaction between table groups.





## **Lounge Style**

This style includes groupings of comfortable lounge furniture and small tables for hors d'oeuvres – ideal for stand-up receptions. Many other features can be included with this style to fit the client's needs.

## **Room Capacities**

The capacities for each room vary depending on the setup style. See Appendix C for details.

## **Podium**

Two types of podiums are available with any of the room setup styles. Tabletop podiums are set on top of a table to provide the speaker with a lighted platform for notes and a microphone, if needed. The table can be either a small table to accommodate the presenter's extra materials and podium or a larger head table where speakers or honored guests are seated. A floor podium can be used in the same way with head tables flanking either side. Most often, the floor podium is used by itself in the front of the room.

## **Head Tables**

Whether on a stage (maximum of 12 persons) or floor level, a head table provides a setting for speakers or honored guests at the front of the room. Chairs are set on one side of the main table facing the audience. The front of the table is skirted. An oval head table is optional for wedding receptions.

## **Distribution and Name Tag Tables**

Extra tables may be reserved for special uses such as distributing handout material, name tags, or guest book sign-in. These tables are skirted and can be set in the front or back of the room (space permitting). Setting extra tables in hallways or lobbies is avoided.

## **Food Tables**

For events where food is served, tables are added to room setups according to the catering staff request. For larger groups, double-sided buffet tables are set, allowing access for more people. The addition of these tables must be considered when calculating the maximum room capacity.

## **Audiovisual Equipment**

When audiovisual equipment is required, adjustments to room setup and decreases to maximum capacity become necessary. The Reservations and Event Planning staff will ensure that room setup will accommodate effective use of equipment while safety and room presentation standards are met.

## **Standard Accommodations**

- The Skutt Student Center staff monitors room temperatures and is available to make adjustments upon request with cooperation of the Facilities Management department.
- The Skutt Student Center staff can direct event coordinators and presenters to light switch locations. The Skutt Student Center staff should adjust the ballroom light dimmers.
- The main entrance doors must be left unlocked while people are in the room. Doors, especially fire exits, must not be blocked for any reason.
- Coat racks are available in the meeting rooms. They are available in the ballroom upon request.

Display tables, registration tables, and head tables are dressed in our standard blue table skirting. The inside of hollow square tables and U-shape table arrangements are

skirted using our standard blue skirting. For general meetings and luncheons, buffet tables are skirted by the catering staff. For special events, such as wedding Receptions, tables are topped with linens, **but skirting for all service tables (head table, cake table, gift table, etc.) must be rented.**

### **Attendance**

An estimated attendance number is needed when making a reservation. The final attendance must be specified at least three business days in advance. The final attendance must not exceed the capacity of the space and its respective setup.

### **Moving Furniture**

Setups requiring the movement of furnishings must be arranged with the Reservations and Event Planning Manager. Furnishings should be moved only by Skutt Student Center staff.

### **Decorations**

Decorating arrangements must be approved prior to the event by the Reservations and Event Planning Office. Decorations must be freestanding or hung from existing hardware. Posting, taping, or gluing to any surface in the Skutt Student Center is prohibited with the exception of the carpeted walls in the Ballroom. When posting on the carpeted walls, the item must be placed by using masking tape, tacks, or push pins—but no straight pins. Clients are responsible for supplying, installing, and removing their decorations. **Glitter, rice, and pyrotechnics are not allowed.**

**Candles must be in an enclosed container so that the flame is below the container top and melted wax cannot escape.** The Reservations and Event Planning Office must be informed in advance of the use of incense and artificial fog. In any instance where there is risk of damage to carpeting, a protective layer, (such as plastic sheeting) must be used. The client is responsible for the repair of any damage or disfiguration to the facility.

### **Cleanup**

Cleanup service is provided for all events in the Skutt Student Center. Clients are required to remove all specialized decorations, conference materials, and personal items immediately after the event is concluded. Staff will provide trash and recycling receptacles upon request. The Skutt Student Center will clear dinnerware, remove equipment/furnishings, and clean. Remaining client and guest items will be taken to lost and found at the Skutt Student Center Information Desk. No storage is available in the Skutt Student Center. Excessive cleanup resulting from carelessness, abuse and/or damages (wax spills, glue, etc.) will be billed to the client.

# Catering Setup

Under an exclusive contract, the Skutt Student Center is served by Campus Food Services. All food and beverages served in the building must be arranged for and purchased from catering. Groups and individuals wishing to arrange for catering in the Skutt Student Center must first reserve a room, then make catering arrangements at least two weeks in advance. Special short notice service is available for an additional charge. No other catering services are allowed without special permission from the director of the Skutt Student Center

Catering can provide a large selection of foods and services. For details in menu selection and pricing, contact the catering office at 280-2446. Three levels of services are available:

- Catering Express, for no nonsense pickup orders
- CaterMate, which includes delivery, setup, and limited cleanup
- Catering by Design, with complete setup and cleanup, fresh Events With Alcohol
- All alcohol must be purchased through the contracted food service purveyor— Campus Food Services.
- All alcohol servers must be employees of Campus Food Services.
- All events where alcohol is served must be complemented by food and non-alcoholic beverages.
- Alcohol consumption will be restricted to the area reserved for the event.
- At events where a meal is served, (dinners, wedding receptions, etc.) alcohol can be served for a maximum of six hours.
- At events where a meal is not served and minimal food is available, (stand-up receptions, meetings)
  - alcohol can be served no more than four hours.
- Those attending an event where alcohol is served are prohibited from bringing their own alcohol onto the premises and/or removing containers from the premises.
- The sponsors of the event will be held accountable for the

## **Events With Alcohol**

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alcohol can be served no more than four hours.

Those attending an event where alcohol is served are prohibited from bringing their own alcohol onto the premises and/or removing containers from the premises.

The sponsors of the event will be held accountable for the behavior of their guests and for compliance with all regulations.

All University, Skutt Student Center, and governmental requirements must be observed, including the Skutt Student Center **Policy on Events Where Alcohol is Served**, the **Creighton University Student Handbook**, and the **Nebraska Liquor Control Act**.

# Event Planning

In addition to providing a room, equipment, catering, setup and cleanup services, the Skutt Student Center offers helpful ideas to coordinate and manage a successful event. Most of the event planning happens during the room reservation process. However, the staff provides access to an even larger range of services, resources, and effective ways to use this facility. Clients planning fairs or expositions, conferences, large dinners, or receptions should schedule an appointment with the Reservations and Event Planning Office staff to coordinate the extra details.

Staff can provide information on how to access campus and local services such as:

- Reserving campus and area lodging
- Locating additional meeting spaces on campus
- Developing a floor plan and table arrangements
- Catering service
- Coordinating audiovisual equipment
- Arranging campus security
- Establishing registration tables and message center
- Registration packets, name badges and additional signs
- Rental company suggestions
- Receiving packages, rental equipment, and floral orders
- Arranging technical details for live bands and D.J.s
- Parking arrangements
- Storage
- Photocopying, facsimiles and limited clerical services

Some of these building and campus services are provided only when available and with a fee.

# Fees

## Fee Structure

Skutt Student Center facility services are available to registered student organizations and University departments without cost with the exception of special fees for outsourced services, additional building hours, late changes, no-shows, damages, and special setups. No space will be reserved until the Reservations/Event

Planning Office receives all applicable deposits and/or down payments. Catering determines their own fees and deposits.

The User Fee Structure for the Skutt Student Center is divided into three tiers.

**Tier I (University)**- For registered student organizations and university departments, there will be no charge for use of the facility. This is further defined as:

- Student Organizations officially registered through the Student Activities Office or those student groups pending registration who have been authorized.
- University schools, colleges, and departments conducting official University activities, where the primary participants are Creighton University
- Employees and/or students.
- University sanctioned centers, programs and projects conducting official University activities where the primary participants are Creighton University employees and/or students.

**Tier II (Affiliate)** - For current students, faculty, staff, or alumni who wish to use the facility for personal events and organizations or groups with official association with the University, reduced user fees apply See **Appendix D** for Facility Use Fees. This is further defined as:

- Personal events sponsored by students, faculty, staff, alumni, and parents or children of alumni. This would include wedding receptions, graduation parties,



funeral luncheons, and meetings of professional organizations social groups or churches that the student, faculty, staff member or alumnus may be a member of.

- Off-campus groups or organizations sponsored by student organizations and University Departments are required to pay the Tier II affiliate fee. A University employee must coordinate and be present at the events. All communications regarding set up and equipment must be facilitated through a University employee and/or student.
- Departmental functions, which are open to the public or are primarily for nonstudent participants, where registration or admission fees have been assessed will be required to pay the Tier II affiliate fee.
- Nonregistered student organizations.
- University social or service groups not officially sanctioned by University officials.

**Tier III (Public)** – For off-campus groups, full user fees apply. See **Appendix D** for Room Use Fees. This is further defined as:

- Public Users
- Profit Organizations
- Non-University Agencies

### **Down Payment**

All Tier 2 and Tier 3 clients must remit a down payment deposit at the time the reservation is booked. The down payment for ballroom events is \$150.00. The down payment for meeting rooms is one-half the total rental fee. Checks should be made payable to Creighton University.

### **Damage Deposit**

A damage deposit is not required prior to your event. However, if damage to the Skutt Student Center occurs or excessive cleaning is required due to an event, a minimum clean up fee of \$150.00 will be assessed.

## **Refunds**

For cancelled events, a refund of the total payments made will be prorated according to the following schedule:

275 to 364 days prior to the event - 75% refund

182 to 274 days prior to the event - 50% refund

90 to 181 days prior to the event - 25% refund

Fewer than 90 days prior to the event - no refund

## **Lobby Tables**

Student organizations and departments are not charged for Vendor Lobby Table services. Non-University, public users (groups seeking financial gain, advertising, and recruitment) are charged a daily fee of \$50.00 for one table + \$10.00 for each additional table. Student organization fund raisers that are cosponsored by a “for profit” group will be charged the same fees as Non-University users.

## **Early Opening/Late Closing Fees**

Clients requiring the Skutt Student Center to open earlier or close later than normal operating hours are required to pay an Early Opening/Late Closing fee as outlined below:

Tier I	\$20.00 per hour
Tier II	\$20.00 per hour
Tier III	\$30.00 per hour

## **Special Building Opening Fees**

For a special building opening on a holiday when the building is normally closed, a \$150.00 per day fee is assessed in addition to the per hour rate listed above.

## **Other Fees**

All clients will be assessed special fees for outsourced services, additional building hours, late changes, no-shows, damages and special setups.

# Reservations

The privilege of reserving the Skutt Student Center facility is extended to registered student organizations, University departments, individuals and organizations affiliated with the University, and public users. Reservations are made on a first come, first served basis. No space may be reserved more than one year in advance. Space is assigned based on the maximum attendance anticipated at the time of scheduling. Generally reservations will not be made for credit classes on a regular basis.

## **Five Steps in Making a Reservation**

- 1. Select A Date** - We will make every attempt to schedule your desired date. However, please consider optional dates, should space be unavailable. Our staff will be happy to explore alternative times and dates.
- 2. Think About Details** - What type of event are you having? What set-up will work best for your needs? Are you in need of multi-media equipment or catering? Visualize how you would like your event to proceed and what items you need for that to happen.
- 3. Contact the Reservations/Event Planning Office**  
- We strongly suggest speaking to a staff member personally to confirm the details of your event and assure that your reservation has been made. Any required down-payments can be made at that time.
- 4. Notify Us of Any Changes** - Even the best laid plans sometimes change. Keep us updated should your needs change.
- 5. Finalizing Your Event** - All rental fees for the Skutt Student Center should be paid prior to your actual event. Your prompt attention to the financial details is greatly appreciated.

# *Making A Reservation*

## 1. **Select Date**

Before making a request, choose a date for the event and, if possible, have a few alternate dates in mind. When scheduling a weekly meeting, be aware of breaks and holidays. A five-year planning calendar is included in Appendix F. Primary information such as the title, date, time and number of people attending will be needed.

## 2. **Consider Setup Details**

When making the reservation, consider details such as room setup style preferred, audiovisual and multi-media equipment needs, and catering needs. Establish any needed additional time before or after the actual event times. This is in addition to the needed setup and cleanup time already scheduled by the Reservations and Event Planning Office

## 3. **Request A Reservation**

It is strongly suggested that reservations be made by calling 280-1700 and speaking to a staff member of the Reservations and Event Planning office. Availability of the requested date and equipment can be verified at that time. Date, setup details, student organization, department or client name and the contact person must be identified. A confirmation form with an event number will be mailed to the contact person. The person making the reservation will be considered the main contact person for the event unless otherwise stipulated at the time of the initial reservation. It is imperative that the event contact person is knowledgeable with all aspects of the event.

#### 4. **Make a Down Payment**

It is suggested that Tier 2 and Tier 3 clients (see Fee Structure on pages 27 and 28) make reservation requests in person. The reservation cannot be confirmed until a down payment is received. The down payment for ballroom events is \$150.00. Payments can be made by cash, check or credit card. Creighton University accepts VISA, MasterCard and Discovery. However, we do not accept American Express. University departments and student organizations are not required to make a down a payment.

#### 5. **Settle Final Payment**

University departments and student organizations will be billed for any fees (Early/Late Opening, etc.) following their scheduled event. Payment in full is expected within two weeks after the event. This is usually done through a journal transfer prepared by the Reservations and Event Planning Department. Tier 2 and Tier 3 clients will be billed for the balance (the event total minus the down payment), which is payable within two weeks prior to their events. Any additional charges for extra services, such as skirting rental fees, will be billed and must be paid in full two weeks after the event.

### **Client and Contact Person**

The Reservations and Event Planning office maintains a roster of approved clients and authorized contact persons. Clients may request to limit or approve the contact persons added to their roster. The reservations staff reviews the client database annually to revise and update. Student organizations may authorize up to five members to reserve space on behalf of the organization. For every reservation, only one contact person may be identified to coordinate all reservation details. **Avoiding Problems:**

When more than one person reserves or coordinates an event,

## **Avoiding Problems:**

*When more than one person reserves or coordinates an event, conflicting details often appear in the reservations. As an example, one person might make the room reservation and a colleague may request a setup style that will not work for their event. Therefore, the official contact person must not only approve the change, but should be the person requesting the change.*

## **Reservation Confirmations**

After scheduling an event, an Event Information sheet confirming the reservation and its details will be sent to the contact person for review. The Reservations and Event Planning Office must be notified immediately of any errors in the reservation. If you do not receive a confirmation form, please contact the Reservations and Event Planning Office. In the event of a conflict regarding a reservation, only those with an Event Information number will be considered confirmed reservations. It is suggested that clients maintain a file of event information confirmations for their records.

## **Charges**

When there are fees connected to a reservation, an invoice reflecting the down payment along with the current balance due will accompany the event information confirmation. Student organizations and University Departments are required to make payment in full within two weeks after the event. Tier 2 and Tier 3 clients are required to make payment in full two weeks before the event. Any additional charges for extra services, such as skirting rental fees are billed and must be paid in full within two weeks after the event.

## **Holding Reservations**

Due to the high demand for meeting space, the Skutt Student Center does not hold a date or multiple dates for tentative reservations.

## **Regular Events**

The Skutt Student Center schedules approved University events listed on the Regular Events roster five years in advance. These spaces and dates are not available for any other reservations. Applications for “Regular Event” status may be obtained from the Reservations and Event Planning Office. All applications must be approved by the Student Center Advisory Board and the Vice President for Student Services.

## **Amplified Events**

Amplified events on the exterior balconies or in the building commons must be arranged with the Reservation and Event Planning Office. These events cannot conflict with other activities in the building or on campus. The first and third Wednesday of each month may be booked for amplified events in the building commons between 11:00 a.m. and 1:00 p.m. The Student Center reserves the right to regulate volume. The Reservations and Event Planning Office must approve all amplified events.

## **Late Changes**

Room setup details must be finalized with the Reservations and Event Planning Office no later than two business days prior to the event. Late changes and additions are subject to labor fees.

## **Damages and Cleaning**

Theft of University property, damages, and extraordinary cleanup resulting from carelessness and/or abuse of the facility by a client or the client’s guest(s) will be billed to the client.

## **Late Reservations**

Late reservation requests made the same day or after noon the previous working day may be accommodated **if space is available**. The late reservation cannot infringe on the preparation of later functions. The spaces must be accepted “as is” with no special setup styles. Requests for equipment, if accommodated, are subject to a setup fee.

## **Cancellations** (see Refunds page 29)

Late cancellations (less than 24 hours in advance, 72 hours for the ballroom) or failure to cancel a reservation are subject to a fee (see Appendix D.) The event contact person must approve the event cancellation. To cancel an event, call the Reservations Office at 280-1700 between 8:00 a.m. and 4:30 p.m., M-F. After hours contact the manager on duty through the Information Desk at 280-1705. Cancellation of catering through Campus Food Service **does not include** the room reservation. All room cancellations must be made directly with the Reservations and Event Planning Office. A cancellation number will be issued. Disputed cancellations not accompanied by a confirmed event cancellation number may be subject to a fee.

## **Clients in Good Standing**

Room reservation privileges are extended to clients in good standing. Clients with an outstanding financial balance of 60 days or more will have their privileges suspended. **Failing to cancel unused reservations (No Show) two times within the academic year will result in a suspension of privileges.** Reservation privileges also may be revoked if a consistent pattern of damage, payment default, or abuse of services and policies occurs. At the point of suspension, the Reservations and Event Planning Office will cancel all future reservations, and no further reservations may be made. In such a case, a written outline for resolution of the problem(s) may be submitted to the Reservations and Event Planning Office for consideration of reinstatement of reservation privileges.



When a pattern of miscommunication develops between the client and the Reservations and Event Planning Office, both parties may be required to document in writing all reservation requests, confirmations, and changes. The University reserves the right to refuse and/or revoke the reservations privileges of any client. Any group, department, or organization placed on probation or with revoked privileges may appeal by submitting a letter of request to the director of the Skutt Student Center. The letter of request must include reasons supporting the request for reinstatement or granting privileges. Final disposition of all letters of request will rest with the Skutt Student Center Advisory Board.

## **Tips for Making Reservations**

- *Plan Ahead!* Reservations can be made up to one year in advance. Often those who wish to reserve the Skutt Student Center far in advance make their request on the day one year prior to the event.
- *Know the Services.* By reading and being familiar with this User's Guide, clients can have full advantage of the services available in the Skutt Student Center. Questions about the services can be addressed to the Reservations Office.
- *Use a Request Form.* As a reference tool, the request forms remind clients of the variety of details that need to be addressed in planning an event. Calling the Reservations Office directly is always the best option. Your event date and information can be confirmed at that time. If it becomes necessary, the Request Form can be mailed to the Reservations Office. Follow through with a phone call, if you have not received a confirmation of your request with one week.
- *Kindness Counts.* The high demand for meeting/event space on campus make the Skutt Student Center a extremely busy facility. Not all reservations can be accommodated as originally hoped. Our staff will always work with you to consider an alternate date to meet your needs. Thank you for your understanding.

## Appendix B

# *Equipment Inventory*

### Projectors

Overhead Projector  
LCD Projector  
Projection Screens

### Video Equipment

DVD/VCR / TV Monitors  
Plasma & Flat Screen TV's

### Sound Equipment

Sound Systems  
Podium Microphones  
Handheld Cordless  
FM Microphones  
Microphone Stands  
Boom Box (AM/FM, Cassette, CD player)  
Recorder  
Desk Telephones

### Computer Equipment

Laptop Computer  
TV Viewer Adapter  
J-Net Cord  
Wireless Mouse  
Zip Drive  
DVD Player

### Furnishings

#### Chairs

#### Tables

18" wide Conference Tables  
(6-foot and 8-foot long)  
30" wide Banquet Tables  
(6-foot and 8-foot long)  
60" Round Tables  
72" Round Tables

### Beverage Bars

Casual Furniture  
Coat Racks  
Podium, Floor and Tabletop  
Telephone Stand  
Trash Cans  
Grand Piano  
Upright Piano

### Staging

Stage Units  
Riser  
Backdrop Curtain System  
Brass Stands & Ropes Dividers  
Dance Floor  
Creighton University Banner  
Flags, American & Nebraska  
Spotlight

### Visual Aids

Easels  
Flip Charts / Markers  
Large White Board / Markers  
Laser Pointer  
Music Stands  
Name Tag Holders

Equipment and furnishings will not be rented or loaned for use outside the Skutt Student Center. Arrangements for equipment must be made in advance and equipment is reserved on a first come, first served basis.

## Appendix C

# Room Capacities

Room Name	Audience	Board-room	Class-room	U-Shape	Hollow Square	Confer-ence	Round (Banquet)	Stand-Up Reception
Room 209		12						35-45
Room 104	67	16	35	24	26	36	56	76
Room 105	78	16	40	28	30	42	64	85
Ballroom	700	---	170	---	---	---	400 *	700
West	80	20	36	30	40	30	60	80
Center ABC	120	---	75	---	---	45	90	120
East DEF	147	---	84	---	---	60	120	147
West 2/3 WABC	250	---	84	---	---	75	150	250
East 2/3 ABCDEF	350	---	84	---	---	125	250	350
Section AB	70	20	48	30	34	30	60	70
Section BC	70	20	48	30	34	30	60	70
Section DE	98	20	55	30	40	40	80	98
Section EF	98	20	55	30	40	40	80	98
Section A	35	20	20	21	24	15	30	35
Section B	35	20	20	21	24	15	30	35
Section C	35	20	20	21	24	15	30	35
Section D	56	20	35	26	32	30	60	56
Section E	35	20	20	21	24	15	30	35
Section F	56	20	35	26	32	30	60	56

Maximum room capacity may decrease to accommodate equipment.

\*Ballroom capacity may be extended to 450 at round tables only if no other equipment (such as stages, dance floor, buffet lines, and audiovisual) is set.



## Appendix E

# Other Campus Meeting Locations

### **Rigge Science Buildings**

Registrar's Office — 280-2701

R. S. 110 - 98 people

R. S. 120 - 426 people

Other rooms available for 20-60 people

### **Administration Building**

Campus Operator — 280-2700

*Board Room 104 seats 12 around a conference table, plus 5 additional chairs.*

### **Ahmanson School of Law**

Law school — 280-3040

1 classroom - 125 people

2 classrooms - 101 people

2 classrooms - 75 people

Smaller classrooms are available.

*All classrooms may be expanded to create an auditorium seating 450 people. The Commons is not available for events with food.*

### **Vinardi Athletic Center (Old Gym)**

Gym Area — 280-2720.

*Gym is available for athletic activities only. No food or drink is allowed.*

Classrooms Area — 280-2827.

Room 143 - 35 people

Room 306 - 120-130 people

Room 310 - 60 people

Room 312 - 45 people

### **St. John's Church**

Church Office — 280-3031

*Complete a facilities registration form at the parish office.*

### **Reinert Alumni Library**

Registrar — 280-2702

3 conference rooms - 12 people

*Location: outside the Instructional Technology Office in the hallway by the Union Pacific Room.*

### **Union Pacific Room**

Library — 280-2706

*May be reserved by faculty, staff, and administration only. 45-75 people or fewer, depending upon setup.*

### **Criss Buildings/Science Complex**

Classroom Services — 280-4034

2 lecture halls - 250 people

2 classrooms - 100 people

1 classroom - 80 people

*Other classrooms available for 25-50 people.*

### **Kiewit Fitness Center**

Kiewit Fitness Center — 280-2848

Hall of Fame Conference Room - 20 people

Classroom - 35 people

### **Hixton-Lied Science Building**

Registrar 280-4025

### **Outdoor Areas**

Skutt Student Center — 280-1706

Kiewit/Gallagher Quadrangle

Swanson/Degelman Quadrangle

Rigge Quadrangle

ConAgra Plaza

Skinner Mall

Rigge Patio

Jesuit Gardens

Kiewit Fitness Center Lawn/Stage

*Must be reserved a minimum of three working days before your event.*

### **C.U. West Omaha Campus**

1111 Mill Valley Road

(Old Mill Business Park) 399-0560

Four meeting rooms for 18 to

48 persons.

No Charge for Creighton events.

### **Creighton Retreat Center**

16493 Conrail Avenue

Griswold, Iowa 51535-9406

712-778-2466.

*The retreat center is located 50 minutes from Creighton. Its cottages will accommodate overnight guests in single beds. Some facilities are equipped with kitchenettes, dining halls and full kitchens.*

# Appendix F

## Calendars

### 2007

January							February							March						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6					1	2	3					1	2	3
7	8	9	10	11	12	13	4	5	6	7	8	9	10	4	5	6	7	8	9	10
14	15	16	17	18	19	20	11	12	13	14	15	16	17	11	12	13	14	15	16	17
21	22	23	24	25	26	27	18	19	20	21	22	23	24	18	19	20	21	22	23	24
28	29	30	31				25	26	27	28				25	26	27	28	29	30	31

April							May							June						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6	6	7	8	9	10	11	12	3	4	5	6	7	8	9
8	9	10	11	12	13	14	13	14	15	16	17	18	19	10	11	12	13	14	15	16
15	16	17	18	19	20	21	20	21	22	23	24	25	26	17	18	19	20	21	22	23
22	23	24	25	26	27	28	27	28	29	30	31			24	25	26	27	28	29	30

July							August							September							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
	1	2	3	4	5	6					1	2	3	4							
8	9	10	11	12	13	14	12	13	14	15	16	17	18	9	10	11	12	13	14	15	
15	16	17	18	19	20	21	19	20	21	22	23	24	25	16	17	18	19	20	21	22	
22	23	24	25	26	27	28	26	27	28	29	30	31		23	24	25	26	27	28	29	
29	30	31												30							

October							November							December						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6					1	2	3							
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22
28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29
														30	31					

### Advance Dates

Spring Semester Starts	<i>Jan. 10</i>
Founders Week	<i>Feb. 5-9</i>
Ash Wednesday	<i>Feb. 21</i>
Spring Break	<i>Mar. 5-9</i>
Easter	<i>April 8</i>
Commencement	<i>May 12</i>
Memorial Day	<i>May 28</i>
Fall Semester Starts	<i>Aug. 22</i>
Labor Day	<i>Sep. 3</i>
Fall Break	<i>Oct. 15-19</i>
Fall Commencement	<i>Dec. 15</i>

Advance dates subject to change.

### 2008

January							February							March						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
6	7	8	9	10	11	12	3	4	5	6	7	8	2	3	4	5	6	7	8	
13	14	15	16	17	18	19	10	11	12	13	14	15	9	10	11	12	13	14	15	
20	21	22	23	24	25	26	17	18	19	20	21	22	23	16	17	18	19	20	21	22
27	28	29	30	31			24	25	26	27	28	29	23	24	25	26	27	28	29	

April							May							June						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
											1	2	3							
6	7	8	9	10	11	12	4	5	6	7	8	9	10	1	2	3	4	5	6	7
13	14	15	16	17	18	19	11	12	13	14	15	16	17	8	9	10	11	12	13	14
20	21	22	23	24	25	26	18	19	20	21	22	23	24	15	16	17	18	19	20	21
27	28	29	30				25	26	27	28	29	30	31	22	23	24	25	26	27	28

July							August							September						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
												1	2							
6	7	8	9	10	11	12	3	4	5	6	7	8	1	2	3	4	5	6	7	
13	14	15	16	17	18	19	10	11	12	13	14	15	16	8	9	10	11	12	13	14
20	21	22	23	24	25	26	17	18	19	20	21	22	23	15	16	17	18	19	20	21
27	28	29	30	31			24	25	26	27	28	29	30	22	23	24	25	26	27	28

October							November							December						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
												1	2							
5	6	7	8	9	10	11	2	3	4	5	6	7	1	2	3	4	5	6	7	
12	13	14	15	16	17	18	9	10	11	12	13	14	15	7	8	9	10	11	12	13
19	20	21	22	23	24	25	16	17	18	19	20	21	22	14	15	16	17	18	19	20
26	27	28	29	30	31		23	24	25	26	27	28	29	21	22	23	24	25	26	27
							30							28	29	30	31			

### Advance Dates

Spring Semester Starts	<i>Jan. 16</i>
Founders Week	<i>Feb. 11-15</i>
Ash Wednesday	<i>Feb. 5</i>
Spring Break	<i>Mar. 3-7</i>
Easter	<i>March 23</i>
Commencement	<i>May 10</i>
Memorial Day	<i>May 26</i>
Fall Semester Starts	<i>Aug. 27</i>
Labor Day	<i>Sep. 1</i>
Fall Break	<i>Oct. 13-17</i>
Fall Commencement	<i>Dec. 20</i>

Advance dates subject to change.

# Appendix F

# Calendars

## 2009

January							February							March						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	1	2	3	4	5	6	7	1	2	3	4	5	6	7
4	5	6	7	8	9	10	8	9	10	11	12	13	14	8	9	10	11	12	13	14
11	12	13	14	15	16	17	15	16	17	18	19	20	21	15	16	17	18	19	20	21
18	19	20	21	22	23	24	22	23	24	25	26	27	28	22	23	24	25	26	27	28
25	26	27	28	29	30	31								29	30	31				

April							May							June							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
				1	2	3						1	2						1	2	3
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13	
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20	
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27	
26	27	28	29	30			24	25	26	27	28	29	30	28	29	30					

July							August							September							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
				1	2	3						1	2						1	2	3
5	6	7	8	9	10	11	2	3	4	5	6	7	8	6	7	8	9	10	11	12	
12	13	14	15	16	17	18	9	10	11	12	13	14	15	13	14	15	16	17	18	19	
19	20	21	22	23	24	25	16	17	18	19	20	21	22	20	21	22	23	24	25	26	
26	27	28	29	30	31		23	24	25	26	27	28	29	27	28	29	30				

October							November							December							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
				1	2	3						1	2						1	2	3
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12	
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19	
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26	
25	26	27	28	29	30	31	29	30						27	28	29	30	31			

## Advance Dates

Spring Semester Starts	<i>Jan 18</i>
Founders Week	<i>Feb 2-6</i>
Ash Wednesday	<i>Feb 25</i>
Spring Break	<i>Mar 8-13</i>
Easter	<i>April 12</i>
Commencement	<i>May 16</i>
Memorial Day	<i>May 25</i>
Fall Semester Starts	<i>Aug 26</i>
Labor Day	<i>Sept 7</i>
Fall Break	<i>Oct 12-16</i>
Fall Commencement	<i>Dec 18</i>

Advance dates subject to change.

## 2010

January							February							March							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
					1	2						1	2						1	2	3
3	4	5	6	7	8	9	7	8	9	10	11	12	13	7	8	9	10	11	12	13	
10	11	12	13	14	15	16	14	15	16	17	18	19	20	14	15	16	17	18	19	20	
17	18	19	20	21	22	23	21	22	23	24	25	26	27	21	22	23	24	25	26	27	
24	25	26	27	28	29	30	28							28	29	30	31				

April							May							June							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
				1	2	3						1	2						1	2	3
4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	13	
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19	
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26	
25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30				

July							August							September							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
				1	2	3						1	2						1	2	3
4	5	6	7	8	9	10	1	2	3	4	5	6	7	5	6	7	8	9	10	11	
11	12	13	14	15	16	17	8	9	10	11	12	13	14	12	13	14	15	16	17	18	
18	19	20	21	22	23	24	15	16	17	18	19	20	21	19	20	21	22	23	24	25	
25	26	27	28	29	30	31	22	23	24	25	26	27	28	26	27	28	29	30			

October							November							December							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
				1	2	3						1	2						1	2	3
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11	
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18	
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25	
24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31		

## Advance Dates

Spring Semester Starts	<i>Jan 13</i>
Founders Week	<i>Feb 8-12</i>
Ash Wednesday	<i>Feb 17</i>
Spring Break	<i>Mar 8-12</i>
Easter	<i>April 5</i>
Commencement	<i>May 15</i>
Memorial Day	<i>May 31</i>
Fall Semester Starts	<i>Aug 25</i>
Labor Day	<i>Sept 6</i>
Fall Break	<i>Oct 18-22</i>
Fall Commencement	<i>Dec 18</i>

Advance dates subject to change.



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*This guide is published and distributed by the Reservations and Event Planning Department of the Skutt Student Center at Creighton University. The Skutt Student Center reserves the right to change any provisions or requirements at any time.*

*We sincerely hope that you find this guide helpful in planning your event. If you have any questions or concerns, please don't hesitate to contact the Reservations and Event Planning Department. We will be more than happy to assist you.*

*Thank you!*



Skutt  
Student  
Center

