

KANSAS WESLEYAN UNIVERSITY

Scheduling Facilities Procedures

Kansas Wesleyan University does make its facilities (meeting rooms, cafeteria, etc.) available to community groups to use as long as it is feasible to do so and will not interfere with the scheduling of University classes and programs.

1. The campus community and its co-sponsored programs may utilize the University facilities without charge. Special or extra expenses will be charged to the organization using and requesting additional service or extension of normal building hours. Alumni are considered part of the “campus community”.
2. Non-campus organizations may be charged a rental fee as determined by the Business Office. (Please refer to the current *Rental Rates Chart*.) **Non-campus groups are expected to demonstrate adequate liability insurance coverage.** A deposit may be required in advance for large group events.
3. Requests by any other person/group other than the University to use campus facilities for “for-profit” events will be charged a rental fee.
4. Scheduling of University facilities is provided on a first-come, first-served basis. **University activities have first priority**, co-sponsored activities second priority and non-campus activities third priority. Scheduling of non-campus organizations or activities is limited to a year in advance. Advance scheduling will be tentative until after the academic calendar has been confirmed each year.
5. All scheduling will be completed using the following steps:
 - A. A **Facilities Reservation Form** is completed and submitted to the Scheduling Officer in the Provost’s Office. The Scheduling Officer will verify that the room(s) requested are available and that the form has been properly completed.
 - B. The Scheduling Officer forwards copies of the completed **Facilities Reservation Form** to the appropriate offices concerned.
 - C. The President’s Office will be responsible for posting the event on the online Campus Calendar upon receiving a copy of the request. **NOTE: THE RESERVATION IS NOT CONSIDERED CONFIRMED UNTIL IT HAS BEEN POSTED ON THE ONLINE CAMPUS CALENDAR.**
 - D. The Director of PR or designated office/department webmaster is responsible for posting event on the public calendar if appropriate.
6. All cancellations or changes are to be reported to the Scheduling Officer to allow for rescheduling. Please notify the Scheduling Officer about cancellation as far in advance of the scheduled time as possible.
7. When food service is required, contact Sodexo Food Service on campus (sodexo.catering@kwu.edu) for prices and menus, prior to completing the **Facilities Reservation Form**. Sodexo uses Catertrax online catering requests.
8. The following information will be necessary in order to schedule any activity or event in campus facilities.
 - A. Type of event
 - B. Sponsoring organization (KWU office/department, staff or faculty member)
 - C. Number of persons expected to attend the meeting or event
 - D. Date, time and number of hours requested
 - E. Room (s) requested
 - F. Physical arrangements: arrangement of chairs and tables, microphones (number and locations) podiums, projection screen, extension cords, lighting, whether registration facilities will be needed, or any other physical arrangement not listed.
 - G. Food requests (approved by Food Service Manager)
 - H. Name, address, telephone number of the contact person who will be **ON CAMPUS DURING EVENT – REQUIRED.**
 - I. Activities/Purpose of meeting or event.
9. Groups or organizations which are assessed any special fees should provide billing information at time of request and submit payment of charges upon receipt of invoice.

IN KEEPING WITH STATE LAW AND UNIVERSITY POLICY, FOR YOUR SAFETY AND WELFARE IN THE EVENT OF FIRE, PLEASE NOTE EXITS FROM THE ROOM BEING USED FOR THE EVENT. IT IS THE RESPONSIBILITY OF THE SPONSORING ORGANIZATION TO MAKE ANNOUNCEMENT OF EXISTING EXITS.