

## The Office of the Scheduling and Events Coordinator

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### ***Scheduling Policies***

The College of Wooster strives to provide program support, services, facilities, and amenities for students, faculty, staff, alumni, and guests. These services are designed to facilitate the development of the Campus Community by providing opportunities for involvement in a diverse array of organizations, programs, and activities that are designed to enhance the campus life experience.

To be successful in our efforts, it is important to understand the hierarchy of event priorities and to follow the policies set forth in this document. In this document you will find an outline of the events that take precedence.

#### ***Academic Classes:***

All classes are scheduled in 25Live and approved at the beginning of each semester. No meetings that are scheduled in academic spaces will be approved until all class schedules have been finalized.

#### ***Major Campus Events:***

All major events that need spaces across campus during the time frame that they occur. ARCH, Orientation, Convocation, Black and Gold Weekend, Board of Trustees, MLK Day, I.S. Monday, I.S. Symposium, Commencement Weekend and all related events, Presidential Addresses and Events, and Alumni Weekend.

#### ***Master Calendar of Events:***

List determined by Master Calendar Committee which includes annual institutional events such as Lecture Series, Varsity Athletic competitions, Student Recognition Banquet, IEW Cultural Show, Party on the Green, Spring Fest, and Winter Gala.

***\*Major Campus Events and Master Calendar events may not be scheduled against. Special permission must be obtained from The President's Office if you wish to do so.***

#### ***Departmental Events:***

Events scheduled by and for the benefit of a department will be considered after all academic needs are met.

#### ***Student Organization sponsored events:***

These programs are approved on a first in, first scheduled cycle. Student use of spaces for studying and personal use will only be considered after all other needs have been met. Students may reserve common space within their own residence halls for personal use such as celebrations, study groups, personal meal prep, and gatherings.

For a complete list of available spaces, please visit 25live.

## How to Schedule an Event

- Log in to 25Live at <http://25live.collegenet.com/wooster/mobile>
- Follow the instructions in the 25Live User Manual.

## Tips for Successful Event Scheduling

All events must be scheduled **five (5) days** in advance to ensure that they can be confirmed. Any events that are scheduled after this deadline has passed, must contact The Coordinator of Scheduling and Events to obtain approval.

- Events cannot be scheduled on Reading Days, Exams Days, and during major College-Sponsored events (such as the Wooster Forum, faculty meetings, Convocation, Senior Research Symposium, I.S. Monday, Baccalaureate and Commencement).
- All events must be scheduled **five (5) days** in advance to ensure that they can be confirmed. Any events that are scheduled after this deadline has passed, must contact The Coordinator of Scheduling and Events to obtain approval. Some spaces require additional time to confirm reservations. See Additional Facilities.
- Campus Facilities are generally not available to off-campus groups during the academic year, but there are some exceptions. Check with the Coordinator of Scheduling and Events.
- Requests for events during campus-wide, major events (i.e., Orientation, Family Weekend, and Homecoming) will only be allowed to take place if approval form the coordinator of the program is obtained.

## Scheduling Standing or Weekly Meetings

Reservations will be taken at the beginning of each Semester in Academic Spaces for standing or weekly meetings to occur during the semester. Reservations in non-academic spaces can be made anytime.

Reservations will be taken on a first come, first served basis. When scheduling recurring events, title the space reservation request with words like daily, weekly, or monthly for standing meetings.

## Lowry Center Rooms

Lowry Center rooms are available on a first come first served basis. Furniture in 118, 119, 120, G40, G41, G42, G43, and the Tartan Room cannot be removed from the rooms, although furniture and technology can be added. Setup details must be included in your reservations in 25Live at least **10 days prior to the event** to ensure services can be provided. These spaces are supported by professional staff and students on Campus Life Crew (CLC) in Lowry Center and Student Activities.

## Lowry Small Dining Rooms

Required academic related requests get preference. Since small dining rooms are in high demand, requests for meal time meetings between the hours of 11:00 am to 1:00 pm and 5:00 pm to 7:00 pm may not exceed one hour. All food in the small dining rooms must be provided by Campus Dining. No furniture can be removed from these spaces.

## Classroom Space

Academic space can be scheduled for use **after 4:00pm** on weekdays and anytime on the weekends through 25Live. Activities planned for classrooms must be compatible with the academic purpose of the building. Set-ups are not done in the classrooms, as they are considered self-service. All rooms in academic spaces must be returned to the setup found on the Classroom Default Setup sheet hanging on the door at the conclusion of your scheduled event. Scheduling of any academic space prior to 4:00pm on weekdays will only be considered after the first 2 weeks of the semester. Any event that is requested before 4:00 p.m.

during the first 2 weeks of each semester will be denied due to class assignments and changes.

### **Residence Hall Space**

Common spaces in residence halls may be reserved by departments, chartered student organizations as well as residents of the building. Residents may reserve space for personal use such as gatherings and study sessions.

### **Additional Facilities**

McGaw Chapel, Scheide Music Center and Freedlander Theatre must be requested in 25Live at least **14 days prior to the event** to ensure services can be provided. Requests for the use of these spaces may take longer to confirm, as they require the approval of the appropriate departments. Also, there may be restrictions as to what events can be scheduled in these areas. Due to the nature of the approval process, coordination of involved departments, and the need to schedule staff to support events in these spaces, all reservations must be submitted **no later than 14 days** in advance.

### **Advertising for Events**

- Special permission must be obtained to put any advertising out on tables. This can be requested through the department who is responsible for that space.
- Bulletin Board Outside of Lowry – Three (3) days per week per group. Group must take down their own posters; otherwise the posters will be discarded.
- Lowry Center Sandwich Board - Can only be used to advertise events that are happening that day. The sandwich board can only be used a maximum of three (3) days per week per organization/department. Two (2) posters are to be dropped off to Lowry Center & Student Activities (Campus Life Office in Lowry) at least 2 business days prior to event date. It is recommended that posters be vertical and 11" x 17". Sandwich board is displayed out front of Lowry Center from 10 am to 10 pm. Posters will be discarded after event.
- Posters in Lowry Stairwell – Posters can be hung in the Lowry Stairwell. One poster per event. The Lowry Information Desk personnel will approve and stamp poster for a maximum of eight days or through the day of the event, whichever comes first.
- Lowry Window Painting – For special events, the two glass windows on the sides of the main entrance of Lowry can be painted. Window painting requires the approval of the Director of Lowry Center and Student Activities. A model design must be presented with request. The approved window display will be approved for a maximum of three (3) days. Please use tempera paint only. Group will clean windows on the end of the third day. Paintings are only allowed on the two side panels, not in the middle or top section of the glass panels.
- Chalk – Sidewalk chalking can only occur on concrete sidewalks. No chalking is permitted on brick sidewalks, buildings, light poles, or other objects. All markings must be 50 feet from the building entries. Messages must be in accordance with the guidelines contained on page 63 in the Scot's Keys.

**Outdoor Events:** All outdoor requests for non-athletic events must be scheduled through 25Live and an Outdoor Request Form must be turned in to Coordinator for Scheduling and Events. All requests must be submitted **at least five (5) weeks prior** to your event date.

**Amplified Sound/Noise:** Because the College must comply with the City of Wooster's Noise Ordinance, only a certain number of outdoor events involving amplified sound will be permitted each year. All outdoor events must end by 11:00 pm.

**Road Closures/Stopping Traffic to Cross Street:** Separate from the outdoor request, communication

with the Director or Associate Director of Security & Protective Services (SPS) needs occur at least **seventy five (75) days** prior to the event date. The City of Wooster requires special permits and notifications at least 60 days in advance. SPS will be the ones to submit and communicate with the City of Wooster.

**Fires:** Through the outdoor request form, requests for a fire must be submitted at least **five (5) weeks** prior to the event date.

Separate from 25Live and the outdoor request form, communication with the Director or Associate Director of Security & Protective Services (SPS) needs occur at least five (5) weeks prior to the event date. The City of Wooster requires special permit for fires. SPS will be the ones to submit the application request for a permit and communicate with the City of Wooster.

Fires are limited to three (3) hours in length and must end by 11:00 p.m.. All fires take place in the 4x4 metal fire ring provided by the College on the west end of Residential Quad (near Kenarden patio). The College will provide wood for the fire through the Grounds Department. Student Organizations/Departments are responsible for starting the fire and providing ignition sources. Marshmallow/hot dog roasting sticks maybe be borrowed from Lowry Center & Student Activities (Campus Life Suite in Lowry Center) by requesting them one (1) week in advance.

Event organizers are required to extinguish the fire prior to leaving from the event location. Event organizers are expected to clean-up around the area immediately following the event. All trash/recycling must be thrown out in the proper dumpster. Additional clean-up maybe necessary on the morning after the fire and must be completed by 8:00 a.m.. If an organization/department does not clean-up after the event, this may result in the loss of hosting future outdoor events.

**Water Events:** Outdoor events using water are limited to the Borhuetter Pavillion area. Hoses for available through the Grounds Department. Grounds will drop the hose off at the event location near the water source. Water keys can be checked out through the Grounds Department or Lowry Center & Student Activities (Campus Life Office in Lowry). Please indicate in 25Live and the outdoor request form, if you need these items. A water key must be picked up by 4 pm the day of the event and returned the following day by 9 am unless your event is on the weekend. If your event is on the weekend, you must pick it up by 4 pm on Friday and return it by 9 am on Monday. The student organization/department will be held responsible for the replacement of the hose and/or the water key if it is not returned or is misplaced.

**Damage:** Any damage done to the outdoor location, event supplies (I.e. the hose, the student organization/department will be held responsible financially for it.

**Special Set-up and Services:** Requests for special set-up equipment must be indicated when completing your reservation in 25Live. If changes to your event necessitate a change in your original set-up request, you must notify the Coordinator of Scheduling and Events no later than **10 days prior** to the event to ensure that the set up will be done.

#### **Service Providers for Events:**

- **Campus Life Crew (CLC)** provides technology and event support, set-ups and tear-downs in Lowry Center, in spaces that are immediately outside of Lowry Center, and McGaw Chapel ONLY. The IT resources and services that are offered by IT are not available in Lowry Center and McGaw. These two facilities are self-supported.

- **Information Technology (IT)** can provide support by loaning out the technology needed for events such as projection screens, LCD projectors, TV/DVD, sound equipment. IT's Media Services staff may be requested for high profile events that take place on campus. There are three venues on campus which require support from IT's Media Services or Campus Life Crew (CLC): Gault Recital Hall, McGaw Chapel, and Freedlander Theater. All reservation requests that require this manner of support, must be submitted at least **two (2) weeks before the event**. Any requests placed after the two (2) week deadline, will be denied.
  - Additional support from Media Services can be requested by contacting Dan Krites (x2024), Mike Naylor (x2677), or Vince DiScipio (x2612)
- **Facilities/Trucking (FAC)** can provide tables, chairs, portable bulletin boards, trash/recycling cans and fencing for events.
- **Dining Services** is available to provide catering and linens for your events.

### Public Viewing Rights

Public viewing rights may be needed to show movies, television shows, content in YouTube, streaming services and videos. Be aware of the Federal Laws and Regulations regarding public performances. Neither rental nor purchase of a movie or DVD carries with it the right to show the film outside your home or residence hall room. Therefore, if an organization is planning to advertise a film showing to the campus community, it must obtain a Public Performance License. These restrictions also apply to the showing of a film in residence halls. A video **CANNOT** be shown in a lounge of a Residence Hall without first obtaining legal permission. In other words, it is illegal to go to the video store, rent a video, or find a video online and watch it in any other location other than your home or residence hall room. If the film is owned by the College Libraries, please contact the Head of Circulation and Media Services at x2285 or visit their office at the Andrews Circulation and Media Services Desk, for Public Performance License information. If you need help getting a film with public performance rights, please contact the Director of Lowry Center & Student Activities Office at **x2062**.

### Campus Dining Services

Campus Dining is available to assist with events by offering special dining facilities and catering services. The Campus Dining Department attempts to provide the catering services requested, but some requests may be denied based on previously scheduled catering orders. Events are catered on a first come first served basis. All requests must be made **at least seven days in advance** by contacting the Catering Office.

When hosting an event in designated College food service areas (Kittredge Dining Hall, Lowry Center Dining Hall & Ballroom, Lowry Center Small Dining Rooms, Lowry Center Tartan Room, and Wilson Governance Room) catering and refreshments **must** be obtained through Campus Dining.

### Summer Camps and Conferences

All arrangements for Camps and Conferences are done through the Summer Camps and Conference Office.

### Non-College Affiliated Groups

The College of Wooster tries to accommodate each request, however during the academic year the priority is on College-affiliated events. Should there be a request from an off-campus group to use college facilities, the event must be sponsored by a department or an employee. Exceptions are possible; however, these are case-by-case decisions. Through the summer months, all requests come through the Camps and Conferences Office.

## **Other Spaces Reserved by Respective Departments**

**All Athletic Spaces:** Requests must be submitted through 25Live and approved by the departmental designee. All reservations will be approved following the following hierarchy:

1. In-season varsity teams
2. Out-of-season varsity teams
3. Intramural sports
4. Club Sports teams
5. Newly established Club Sports teams

For Policies and rules of the Scot Center please see: <http://www.woosterathletics.com/scotcenter/guidelines>

**The College Underground (UG):** Requests for events must be submitted through 25Live. All inquiries should be directed to the Program Coordinator of Lowry Center and Student Activities (x2062) or [stoby@wooster.edu](mailto:stoby@wooster.edu). This space is for College business only. Kittredge Dining Hall and the College Underground are not permitted to have events scheduled against each other. Once a space reservation request is submitted, the Program Coordinator will follow up with the scheduler to gather additional information related to the event. Events in the UG can be requested as follows:

- Monday through Thursday: 4:00 pm to 11:00 pm
- Fridays: 4:00 pm to 1:00 am
- Saturdays: Noon to 1:00 am
- Sundays: Closed except for special events

The UG is closed during academic breaks.

All attendees must be 18 years or older. COW Card and valid state IDs are required for all COW attendees. COW attendees may bring one (1) guest with a valid state ID. Beer service is not available on Sundays. Popcorn and soda pop are free. The UG accepts cash or credit card.

### **Tabling in Lowry Center:**

Tabling is located between the Main Lounge and Lobby in Lowry Center. Departments and chartered student organizations can request half (½) of an 8ft table with 2 chairs - lunch 11:00am -1:00pm and dinner 5:00pm - 7:00pm. 3 days per week maximum per group (Sunday through Saturday). Tabling may not be available on some days due to events happening in the Main Lounge. Tabling can only be requested by departments and chartered student organizations for College purposes. The selling of goods or fundraising requires prior approval from Lowry Center & Student Activities.

### **The Lowry Center Art Wall:**

The Art Wall is reserved on a one-week basis (Sunday at 2:00 pm through Sunday at 12:00 pm). Reservations for the Art Wall should be done several months in advance due to the demand for this service. Review the complete [Art Wall policy](#) and then submit completed [Art Wall Request Form](#) to the Coordinator of Scheduling and Events, [dpiper@wooster.edu](mailto:dpiper@wooster.edu) no later than 14 days in advance.

### **Andrews/Gault Library:**

Requests for the Andrews Library must be submitted through 25Live. Meetings may not exceed 3 hours in length, unless special permission is granted. All requests that fall outside of the regular library hours will be considered but may be denied.

### **Events with Alcohol:**

Student organized events where alcohol is being served, or is present, must be registered using the Campus Events with Alcohol Form. No space or event reservations will be approved until approval from the

appropriate parties is received by the Coordinator of Scheduling and Events.

Faculty and Staff events where alcohol is present require approval from the Office of The President. No space or event reservations will be approved until approval from the appropriate parties is received by the Coordinator of Scheduling and Events.

All buildings and departments will adhere to the same standard. All reservable common spaces in residence halls are able to be requested by departments, chartered student organizations and residents of the building. If there is any damage caused by a department, organization or resident, it must be reported to facilities and SPS. If a student or student organization is found to be responsible for any damages, the findings of the conduct process will determine if the responsible party will be able to reserve space in the future. Those findings will not extend to affiliated organizations or prohibit affiliates from using space.