

# Edward Waters College

## FACILITIES SCHEDULING PROCEDURES

### **PURPOSE OF PROCEDURES:**

These procedures address the use of Edward Waters College (EWC) facilities for campus events (other than general classroom academic activities).

The intent of this procedure is to:

1. Maintain consistent scheduling procedures and priorities
2. Charge consistent fees and generate contracts for use of facilities and services
3. Communicate the consistent processes for facility usage outside of scheduled classes
4. Minimize scheduling conflicts

### **SCOPE:**

As a private institution of higher education, Edward Waters College seeks to balance its mission of education with its commitment to cultural, social and economic development of the community to which it is a part. The facilities of Edward Waters College exist primarily for the purpose of education and are used by its faculty, staff, and students. However, EWC will make its facilities available to groups and organizations outside of the College whose purpose is consistent with the College's mission.

### **PROCEDURES:**

The EWC Campus Events Calendar is maintained by the Auxiliary Service & Operations Manager or their designee who can be reached at 904-470-8115 or at [buildingreservations@ewc.edu](mailto:buildingreservations@ewc.edu). All academic and administrative offices, departmental and student organizations, and outside agencies are required to schedule any event that utilizes public areas of the College on this calendar. No event shall be considered officially scheduled until the following three steps have been completed: 1) the building reservation form is completed and submitted to [buildingreservations@ewc.edu](mailto:buildingreservations@ewc.edu) 2) the receipt of approval for reservation from the Auxiliary Service & Operations Manager or their designee (3) if the event is scheduled to take place on campus it then will appear on the EWC calendar located on the website at <https://teamup.com/ks874f933e4d7a5cbb>. All events, programs, meetings, practices and rehearsals must be placed on this calendar. The College reserves the right to limit attendance and participation to college students, faculty and staff.

Recognized student organizations must receive approval for all proposed events from the Vice President for Student Success and Engagement (SSE) before reserving campus facilities. This applies to events held on or off the College's property. Student organizations are required to submit their proposed events and dates through the Director of Student Activities. Once approved by the Vice President of SSE or their designee, the request will be forwarded to the Auxiliary Service & Operations Manager or designee at [buildingreservations@ewc.edu](mailto:buildingreservations@ewc.edu). All athletic events

are under the direct supervision of the Athletic Director (AD). Use of the gymnasiums or other related facilities will have to be approved by the AD prior to any other events being scheduled.

The College reserves the right to determine what activities are appropriate to be held on campus and may deny permission to schedule a proposed event if it does not meet the College priorities or mission, or conflicts with previously schedule events.

### **EVENT RESERVATIONS:**

Requests for events in the Student Union Building, Centennial Lawn, and all Resident Facilities will be submitted via the EWC Building Utilization Form to the Director of Student Activities. Requests must be submitted at least fourteen (14) business days prior to the event. Facilities book quickly on campus so all are encouraged to submit requests as far in advance of the event as possible. Requests will be processed within five (5) business days of receipt, and confirmation for on campus organizations will be posted on the EWC Events Calendar. Confirmation for off campus organizations will be notified through email and will require preparation and execution of a Facility Use Agreement. This form can be found on the website's facilities page. All request should be made through the EWC website. All external organizations must add additional costs for custodial services and security if applicable. All external organizations must have insurance with the college named as an additional insured.

The EWC Building Utilization Form is only used to book space. If additional services are needed (audio/visual(A/V), catering, etc.), they can be requested by the following:

**A/V:** requests are to be submitted through the IT help desk web site at [support@ewc.edu](mailto:support@ewc.edu)  
A 48 hour notice is required for all media requests.

**Catering:** requests are to be made by contacting Thompson Hospitality Services, 904-470-8169. A ten (10) day notice is required for all catering requests.

Additionally, all EWC employees will receive a 20% discount from the non-profit rate.

### **SCHEDULING:**

1. The facilities are available at the scheduled start time. It is essential that all events terminate at the scheduled end time.
2. The Auxiliary Service & Operations Manager or their designee in the Business & Finance office must be notified by email at [buildingreservations@ewc.edu](mailto:buildingreservations@ewc.edu) of any facility cancellation no later than noon the day before the event, or by noon on Friday for a weekend event.
3. All requests for food on campus must be routed through Thompson Hospitality Services unless the food is donated or the request to utilize another food service vendor are approved by the Vice President Finance, Administration and Business Innovation.

4. All events that are open to the public will require additional security as determined by the Campus Security Department, including events in the Student Union Building. After 8:00p.m. events will require security as determined by the Auxiliary Service & Operations Manager or their designee. This cost will be charged to the sponsoring group. All external groups will require insurance with EWC being named as an additional insured.
5. Decorations or other materials should not be attached to the walls or doors of College facilities without prior approval. The sponsoring group must remove all materials at the conclusion of the event.
6. Violations of the EWC Event Scheduling Procedures may result in the sponsor or sponsoring organization losing the privilege of hosting future events on the campus of EWC.
7. EWC is an alcohol, drug, smoking free environment. Therefore, these substances/activities are prohibited throughout the campus.

Disclosure – This list is not exhaustive of all campus facilities where-by accessing a charge for use, for any additional pricing and availability, please contact Mr. Randolph Mitchell.