

Central Scheduling Policy

A. **PURPOSE:** To establish a policy for usage of university facilities for conferences, meetings and special events (excludes scheduling for instruction).

B. **DEFINITIONS:**

1. **Registered Student Organization** – Any student group that has met the guidelines set for registration with the university regulations.
(<http://www.uwyo.edu/generalcounsel/support/UniRegs/234,%20rev%201.doc>)
2. **University Department** – A group that is affiliated with the University of Wyoming but is not a Registered Student Organization.
3. **Non-University Organization** – A group that is not affiliated with the University of Wyoming. Non-profit and Government groups are considered non-University organizations.
4. **Campus Events:** An event sponsored by the students and/or faculty and staff of the University. These events may or may not include the public, and will normally incur no room/facility charges. A minimum advanced request time limit will be imposed for events requiring setup/cleanup time. Direct charges will still apply, i.e.: food, audio-visual, technicians, etc.
5. **Campus-Sponsored Event:** An event that involves a professional partnership between on-campus and off-campus entities. If a group not directly attached to the University has an on-going relationship with a University office, program or academic department, they must also be represented by at least one on-campus person during the entire event. The on-campus group will be responsible for all charges if the guest organization does not pay the requisite fees or the campus representative is not in attendance.
6. **External Event:** An event involving a group or organization not affiliated with the University who uses campus facilities for the benefit of their own cause, independent of the University and its mission. These events will be priced to cover all expenses, including required labor and supplies as well as all necessary fees.

C. **POLICY:**

1. The Central Scheduling office, division of Administration, is the main point of contact for scheduling all university space for activities and meeting events in all available facilities on campus. The office will

schedule events for students, staff, faculty, and external users. Charges incurred by outside entities for facility use, food service, and insurance will be assessed and billed directly to event organizers by the respective departments responsible for those services. Central Scheduling will also provide direction and assistance for obtaining the following:

- i. Food services
- ii. Requirements for requests for alcohol service
- iii. Insurance requirements
- iv. Physical Plant
- v. Audio-video and technical needs
- vi. Billing
- vii. Security needs and safety concerns
- viii. Parking information

2. Central Scheduling will advise guests of charges as outlined in the University of Wyoming Fee Book that involve payment for use of university facilities. Guests will also be required to complete a facilities use form and obtain the necessary insurance certifications and city permits (as required by the nature of the event).

EXCEPTIONS:

WYOMING UNION: Students and Union departments will continue to schedule activities in the Wyoming Union through the Union activities coordinator. Students requiring or requesting space in other campus facilities or campus grounds must schedule through the Central Scheduling Office.

ATHLETICS: All athletic events and other use of athletic facilities are scheduled by contacting the Athletics Department directly at 766-2292.

FINE ARTS: All fine arts events, including concerts, theatre and dance, and other related are scheduled directly through the Fine Arts office.

LAW SCHOOL: All law school events are scheduled through the main office of the Law School.

D. PRIORITIES FOR ADVANCED SCHEDULING:

1. **Academics:** Academic classes in all buildings have the highest priority use of facilities and are scheduled by the Classroom Coordinators after:
 - a) all requests have been submitted to Registration and Records, forwarded to the Classroom Coordinators, and
 - b) all classes are scheduled through the scheduling process.
2. **Official University Events:** As designated by Executive Council. Dates for such major fall university events as Homecoming and Family

Weekend, as well as to college and department events associated with these major university events. Dates will be assigned as requested for other college and department events, following as closely as possible units' first choices.

3. **RSOs:** RSOs shall have priority in University Facilities. If the event is not in the Union, the RSO should contact Central Scheduling for space reservation. Recognized Student Organizations must follow the guidelines set by the Campus Activity Center.
4. **Departmental Events:** Departments and divisions of the University shall have priority in the use of the University facilities. Other University-affiliated organizations shall have priority in use over unaffiliated organizations.
 - i. Department and divisions within the university have first priority scheduling.
 - ii. University-affiliated organizations have secondary scheduling priority.
5. **External Events:** External events are any events involving a group or organization not affiliated with the University who use campus facilities for the benefit of their own cause, independent of the University and its mission. Requests for these events are subject to priority scheduling and limited by availability of space.

PLEASE NOTE: By special exception, the President's Office may supersede scheduling priorities and may waive charges. An event may be designated as a University event by the president and may, on occasion, necessitate that previously scheduled events be revised to accommodate the University and be placed in a higher priority category. In these instances, Central Scheduling will make every effort to accommodate the revised scheduled event(s) in alternate locations and/or alternate dates.

E. FOOD SERVICE:

1. UW Residence Life and Dining Services has the first right of refusal for food and beverage service on campus.
2. There will be cases when UW RL&DS is unable to provide the service, and as an alternative, approved external caterers are listed on the UW Procurement Services website.
3. All catering and food services must meet insurance requirements if external to UW. Insurance information is available through UW's Procurement Services and Risk Management departments.

F. INSURANCE:

1. Any event open to individuals other than UW students, faculty and staff may require insurance, based on the nature of the event. Final determination of insurance needs will be determined by UW's Risk Management office.

2. Insurance documentation *may* be required for UW departments with off-campus attendees as determined by UW's Risk Management office.

G. ADDITIONAL POLICIES:

Requests for space may be subject to additional policies. Please contact Central Scheduling to discuss individual program needs. Applicable facility-specific policies may include, but are not limited to:

1. Amplified Sound – governed by City of Laramie Municipal Code (<http://www.ci.laramie.wy.us/>)
2. Green Space
3. Overnight use
4. Posting and exhibition of printed materials
5. Tables
6. Tents
7. Use of Alcohol

H. PARTNER ORGANIZATIONS:

1. **UW CONFERENCE CENTER:** The University of Wyoming Conference Center located in the Hilton-Garden Inn offers an ideal setting for a wide range of corporate events including conferences, training sessions, seminars, exhibitions and holiday parties. Additional information is available at <http://www.uwconferencecenter.com>