

Campbell University Facility Scheduling

Facilities Scheduling now includes the following reasoning and guidelines.

1. A central scheduling office for coordination will make it easier for inside and outside scheduling of all facilities, managing keys, sound, lights, tables, chairs, set ups and tear downs, and cleaning. This plan would streamline the scheduling for all event holders as well as the university.
2. A central scheduling office will maintain a central calendar for use by the entire campus. This calendar will help manage all reservations. This office will be able to assure all appropriate areas are available for university events such as registration, graduation, and orientation.
3. There will be accountability for the money collected for use of Campbell facilities by outside groups. There will be consistent fees charges for facilities. Printed policies will be available for all users.
4. The registrar and deans must have control of classroom buildings for class use. Professors must notify the registrar if they move their class from their scheduled location as is the current policy.
5. Facilities Scheduling will contact the corresponding dean verifying the room availability. When finalized, deans would be notified if classroom space is scheduled for groups other than classes. *The change here would be deans are not allowed to schedule their buildings for outside events.*

The Physical Plant (Facilities Scheduling) is responsible for scheduling. The software is in place and users will be able to contact the scheduling office by using online scheduling. The scheduling office will handle the contact with academic areas and arrange for special accommodations. Issues that can not be resolved on line may require calling the Facilities Scheduling office (1616).

Due to the need for the President to have immediate access to the Trustee Room for meetings and Trustee functions, the scheduling of this facility is done through the office of the Vice President for Business in conjunction with the President's Office. This scheduling will be viewable on the master calendar kept by the scheduling office.

Aramark is the university's food service vendor and has exclusive rights to provide all food services on the Buies Creek campus. Food service areas, such as the Alumni Room and the Camel Room will be handled by Facilities Scheduling in conjunction with Food Services (Aramark). All food orders will require a direct contact Aramark and with the user. This scheduling can be viewed on the master calendar kept by the scheduling office.

The President's Dining Room will be handled by the President's Office and is reserved for the President's use. It too is viewable on the master calendar kept by Facilities Scheduling.

A security deposit for areas where a piano or organ is located will be charged. The deposit of \$100 is required and will be refunded after the event if no damage has been incurred by either the piano or organ. Requests for the tuning of a piano must be made at least one month in advance. The renter will be responsible for any cost related to the tuning of a piano. The University will employ a tuner from its approved list.

Areas covered under this change are as follows.

•Scheduled by Administration

•Turner	D. Rich
•Rumley	Powell Hall
•Guestrooms	Jones, Powell, Kitchin
•Baldwin Conference	Baldwin Hall
•Scott Concert Hall	Fine Arts
•Ellis Theater	Fine Arts
•Saylor Park	Park
•Trustee Room	Taylor Hall
•Student Center	Wallace Student Center
•Intramural Fields	Campus Wide
•Alumni Dining	Marshbanks
•Camel Room	Marshbanks
*Shouse	Shouse
•Convocation	John W. Pope Jr Convocation Center
•President's Room	Marshbanks
•Carter Gym	Carter gym is scheduled by Campus Recreation and is rarely available
•Athletic Fields	All athletic fields are not for use by outside groups unless special arrangements are made with Athletics and approved separately with the Vice President for Student Life.

•Scheduled by Academics (most of these are used as class space for a significant amount of time)

•Lundy Boardroom	Lundy Fetterman
Lecture Halls	
•Lynch	Lundy Fetterman
•Hartness	Science Building
•Sauls	Riddle Hall
•Herring	Maddox Hall
•Harris Teeter	Maddox Hall

•Scheduled by Registrar

- Classrooms for all University classes