

OLD DOMINION UNIVERSITY
University Policies and Procedures

3211 - WEBB CENTER USE GUIDELINES AND FEE SCHEDULE

Statement: Webb Center facilities are available for scheduling at the following times: Monday - Thursday, 8 am - 10 pm; Friday, 8 am - 12 midnight; Saturday, 10 am - 12 midnight; and Sunday, 12 noon - 10 pm. Exceptions to these times will be considered on an individual basis. The following policies and procedures will govern Webb Center facilities.

1. A tentative hold may be placed on a room by phoning or meeting with the Webb Center Scheduling Clerk. A room will be held for 5 working days pending receipt of a written Webb Center Reservation Form.
2. Written reservation forms should be submitted to the Scheduling Office no less than 10 days prior to the scheduled event. All forms must designate a room arrangement and all equipment needed, when possible. If this information is not available at the time the form is submitted, it must be submitted to the Scheduling Office no later than 48 hours before the event.
3. Forms must specify if food is to be catered by the Old Dominion University Dining Services. Any request for catering arrangements can be made with the Director of Special Events for Dining Services at 683-3508 one week prior to the catered event. Final guarantee must be given 48 hours before the event. Utilization of outside caterers must be approved by the Director of Dining Services.
4. All space reservation forms must have the appropriate signatures:
 - A. Student organizations and recognized campus groups: Only the persons whose names are supplied during the annual re-registration process will be authorized to sign in the name of that organization. Faculty advisors are permitted to sign only if they are one of the listed authorized signatures.
 - B. Academic/Administrative Offices: The signature of the department director is required when the request is in the name of the department.
5. In case of co-sponsorship, the non-university organization(s) co-sponsoring the event must be listed on the space reservation form in addition to the university division or department and must have the approval of the appropriate dean or member of the President's staff. In any case of co-sponsorship between a university and non-university group, the recognized organization involved assumes full responsibility

for compliance with the policies and procedures of accountability which it would normally assume if it was the sole sponsor of the event.

6. A recognized student organization should normally be the sole sponsor of an event utilizing university facilities. Co-sponsorship of an event is encouraged when the educational and service opportunities of the University are enhanced. In such cases, the non-university organizations co-sponsoring the event must be listed on the Space Reservation Form in addition to the recognized student organization, and the Office of the Dean of Students will review the appropriateness of the proposed event according to these guidelines prior to authorizing the use of university facilities. The co-sponsorship of an event by a recognized student organization with a non-university organization solely for the purpose of avoiding rental or maintenance fees normally assessed the latter group is not appropriate.
7. A space will not be assigned without a signed confirmation form. It should not be assumed that a reservation is confirmed until a signed copy of the confirmation form is received.
8. A waiting list for those who wish to schedule space already reserved will be maintained and honored on a first-come, first-served basis. No more than 3 names will be kept on the waiting list for a particular date and space. Persons on the waiting list will be contacted should space become available.
9. Security personnel may be required at an event. This decision will be based upon the nature of the event, when it occurs, the number of participants anticipated and the food and beverages to be served. The organization and organizational representative signing the space reservation form will be responsible for payment in full of all security costs.
10. All student organization fundraising events held in Webb Center must be approved by the Office of Student Activities. A separate procedure has been established for this requirement. Information is available from the Office of Student Activities. All such events must be approved at least 48 hours in advance and require the signature of the Director of Student Activities Programs or his/her designee.
11. The Scheduling Office reserves the right to determine which facilities are appropriate for an event and may deny request for a specific facility on the basis of suitability. The Scheduling Office also reserves the right to alter the assignment for a confirmed reservation in the event of emergencies. Groups will be contacted by mail or phone if changes are made.

ADVANCED SCHEDULING:

- (1) Annual University Events have priority scheduling. Events included in this category are those programs essential to the functioning of the University and events that are traditions at Old Dominion University. Because of the nature of such events and the need for sufficient planning time, annual events may be booked up to 18 months in advance.

The list of special events and functions is reviewed and updated on an annual basis by the University Calendar Committee.

- (2) Major events or programs: Organizations and departments may submit advance scheduling requests by February 15 for major events or programs occurring during the following academic year (including summer). Such events include dances, banquets, workshops, and conferences. The Webb Center Operations Committee will utilize the Advance Scheduling Requests to recommend the allocation of space for these events. Final decisions will be made by the Director of Student Activities Services or his/her designee and confirmed by March 15.
- (3) All other programs and activities will be booked on a first-come, first-served basis beginning March 15 for the following fiscal year. Regular (e.g., weekly or monthly) meetings may be scheduled at the beginning of each semester. Groups that must have an advanced meeting schedule may submit requests by March 15 to be reviewed by the Webb Center Operations Committee. Final decisions will be made by the Director of Student Activities Services or his/her designee.

CANCELLATION POLICY:

Due to limited space and high demand for Webb Center, we request that you carefully plan events prior to scheduling and notifying the Webb Center Scheduling Office as soon as possible when a room is cancelled. A written notification of cancellation is required 2 weeks in advance for events occupying large room areas - the cafeterias, the Hampton/Newport News Room, and the Portsmouth/Chesapeake Room. Cancellation for events occupying smaller areas should be made at least one week in advance of the activity. The Webb Center Operations Committee will review all failures of proper notice of cancellation and make recommendations to the Director of Student Activities Services. This review may result in the loss of scheduling privileges for the organization or department or in a monetary fine of 50% of the User's Fee for off-campus groups. If your event includes catering through the ODU Dining Services, organizations and departments are responsible for notifying that office of cancellations and changes.

FEE SCHEDULE FOR NON-UNIVERSITY GROUPS:

Room reservations are confirmed when 50% payment and the approved reservation forms are received. The remaining 50% is due 10 days prior to the event. Fees for use of meeting rooms,

cafeterias and related clean-up/supplies fees are established annually by the Vice President for Administration and Finance, with the approval of the President.

Responsibility: Vice President for Administration and Finance, Vice President for Student Services

Authorization: Joseph M. Marchello, President

Date: December 1, 1988