

OLD DOMINION UNIVERSITY
University Policies and Procedures

3211 - WEBB UNIVERSITY CENTER SCHEDULING POLICIES AND PROCEDURES

Statement: Webb University Center facilities are available for reservations during the following times:

Fall and Spring Semesters:

Monday – Friday: 8 am – 10 pm

Saturday and Sunday: 8 am – 10 pm

Summer Semester:

Monday – Friday: 8 am – 9 pm

***Facilities not available for programming by student organizations from the first day of finals through the last day of finals.**

Exceptions to these hours will be considered on an individual basis. The following policies and procedures will be utilized by those organizations and individuals who wish to use Webb University Center facilities.

1. Written/Web reservation forms should be submitted to the Event Management Office, Webb University Center, no less than 5 days prior to the scheduled event. All forms must designate a room arrangement, expected attendance and equipment needed, when possible. If this information is not available at the time the form is submitted, it must be submitted to the Event Management Office no later than 48 hours before the event. An appointment may be scheduled with the Event Management Office for assistance in planning the event.
2. All food and beverage items must be provided by Webb University Center Catering. Menu variations and special arrangements will require a consultation with the Catering Manager by calling 683-4961.
3. All space reservation forms must have the appropriate signatures:
 - a. For student organizations and recognized campus groups: Only the persons whose names are supplied during the annual re-registration process will be authorized to sign for that organization. Faculty advisors are permitted to sign only if they are one of the listed authorized signatures.
 - b. For academic/administrative offices: The signature of the department chair/director is required when the request is in the name of the department.
4. 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 Office. 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 were the sole sponsor of the event. The following guidelines must be adhered to for all co-sponsorships with non-University organizations:
- a. All paperwork must be submitted and signed by a sponsoring student organization or department.
 - b. The non-university organization must also sign the Space Reservation Form.
 - c. The student organization or department must be present at the event.
 - d. All advertisements must list the sponsoring student organization or department.
 - e. Final responsibility and accountability for the event rests with the student organization or department.
 - f. The event must have relevance to the student organization or department and/or provide a benefit to students and the university.
5. 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. The Dean of Students and Chief Student Affairs Officer or his/her designee 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.
 6. A space will not be assigned without a signed Space Reservation Request Form.
 7. 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.
 8. All events sponsored by student organizations must follow the "Guidelines for Use of University Facilities by Student and Student Organizations," contained in the Student Organization Handbook.
 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 agrees to this requirement and will be responsible for payment in full of all security costs.
 10. All student organization fundraising events must be approved by the Office of Student Activities and Leadership. A separate procedure has been established for this requirement. Information is available in the Office of Student Activities and

Leadership. All such events must be approved at least 48 hours in advance and require the signature of the Director of Student Activities and Leadership or his/her designee. The total amount of revenue from each fund-raiser must be reported to the Student Activities and Leadership Office within two working days following the event.

11. The Event Management 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 Event Management Office also reserves the right to alter the assignment for a confirmed reservation in the event of an emergency. Groups will be contacted by e-mail or phone if changes are made.
12. After priority schedule for student organizations is complete, space in Webb University Center will be open to other university departments and private events.
13. All groups must provide at least 48 hours cancellation notice. A two-week cancellation notice requirement applies for large events that require the use of a large portion of Webb University Center (North and Center Cafeterias or six or more rooms). Failure to provide two weeks cancellation notice for large events will incur a penalty. Penalties may include restrictions on reserving space or a monetary fine and are determined at the discretion of the Directors of Webb University Center and Student Activities and Leadership.

SCHEDULING KAUFMAN MALL

Special permission for use of Kaufman Mall must be obtained, in advance, from the Dean of Students and Chief Student Affairs Officer or his/her designee. The following restrictions apply to all approved events:

- a. Sound amplification is normally restricted to Activity Hour (12:30-1:30 pm, Tuesdays and Thursdays) or after 4 pm on Fridays.
- b. The steps in front of Webb University Center may not be blocked.

PRIORITY SCHEDULING

1. Major Event Programs

Events include dances, banquets, workshops, education series and conferences. Student organizations may submit requests for major events/programs up to two semesters in advance. Requests for events two semesters in advance will be accepted on the designated dates of October 15 (or the next business day) for the following fall semester and April 9 (or the next business day) for the spring semester. Following the priority scheduling date, student organizations may submit requests on a first-come, first-served basis.

2. Weekly Meetings and One-Time Events

Requests may be made one semester in advance and will be accepted on the designated date of October 15 (or the next business day) and April 9 (or the next business day). Requests may be submitted any time after the priority scheduling dates on a first-come, first-served basis.

University Departments

University departments may submit requests for major events/programs up to two semesters in advance after priority scheduling for student organizations. Requests for events two semesters in advance will be accepted on the designated dates of November 1 (or the next business day) for the following fall semester and May 1 (or the next business date) for the spring semester. Following the priority scheduling date, departments may submit requests on a first-come, first served basis.

Private Events

University events (student organizations and departments) take priority over private events. Individuals may submit requests for private events on December 1 (or the next business day) for the following fall semester and June 1 (or the next business day) for the spring semester. Following the priority scheduling date, individuals may submit requests on a first-come, first-served basis. A rental fee is charged for all private events.

Priority Scheduling Dates

October 15 and April 9:	Student organizations
November 1 and May 1:	University departments
December 1 and June 1:	Private events

UNIVERSITY EVENTS

Events included in this category are those programs considered essential to the function of the University and events that are official traditions at Old Dominion University. Because of the nature of such events and the need for sufficient planning time, these events may be booked up to 16 months in advance. These events include, but are not necessarily limited to:

Admissions Open House	Presidential Events
Preview	Board of Visitors Events
Relay for Life	Homecoming
Commencement	Mainstreet/Spring Organization Fair
Wacky Olympics	Senior Toast
PAW Events	
Cultural Months (including Black, Hispanic, Women's, Asian-American, Native-American & GLBT History Month)	

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, Dean of Students and Chief Student Affairs Officer

Authorization: John R. Broderick, Acting President

Date: December 1, 1988; Revised September 2, 2008