Western Nevada College

Guidelines and Criteria for Campus Use and Event Scheduling

Western Nevada College strives to enhance coordination and efficiency in managing college events and facility use.

- Campus Event submissions should be entered **at least 6 weeks prior** to the desired date of use. Large events need additional advanced notice.
- Credit-based courses have priority for space use.
- Student Life events and activities take precedence.
- Blackout dates:
  - The week prior to the start of the fall/spring semesters.
  - Two weeks prior to and the week of Board of Regents meetings on campus.
  - The week of Thanksgiving; between Christmas & New Years; week of July 4th.
  - Limited events the first week of the semester.
  - Limited events the week of graduation and the following weekend.
  - The Executive Team may make exceptions in special cases.
- Sponsored events - non-college organizations/groups/individuals that are sponsored by a WNC employee will follow procedures for external scheduling (including the evaluation of pricing). The WNC sponsor must be present at all times the sponsored event is on campus, including set-up and take down.
- Use of college space may include rental/services fees.

Internal Event Scheduling Request Process
1. Fill out the appropriate event type request
   a. Campus Event Form
      i. All External Events
      ii. Large internal events (orientations, guest speakers, anytime people are invited from the community)
      iii. Fundraising Events not connected to a Student Club
      iv. Use of outdoor space, hallways, and tabling events
   b. Class and Lab
      i. Additional classroom or lab use connected to a credit course
      ii. Instructor led study sessions
      iii. Open lab times (must be supervised by Instructor or TA)
   c. WNC Campus Tour Request
      i. All Campus tours must fill out this request
      ii. Events that include a campus tour should fill out the Campus Event Form
   d. WNC Employee Meeting
      i. Committee Meetings
      ii. Department or Division Meetings
      iii. Use of space by WNC employees that are not for an event

      e. WNC Student Club
- i. All student club meetings
- ii. Off Campus meetings or activities
- iii. Club Fundraising

      f. ASWN
- i. All student events

      g. Continuing Education
- i. Classes, workshops, and camps

      h. Dates and Deadlines
- i. Input only by Admissions and Records

2. Events Office will follow up for additional information.
3. Coursedog will route each form to the appropriate parties involved in the approval processes including but not limited to the following:
   a. Public Safety
   b. Facilities
   c. Foundation: Fundraising Approval
   d. President's Office: BRIS 135
   e. Student Life Coordinator: ASWN, Student Club, and use of Lower-Level Dini spaces
   f. Director of Admissions and Records: Dates and Deadlines
   g. Learning and Innovation: CED 320 Computer Labs
   h. Fallon Director: Fallon Campus
4. Executive Team Review
   a. All Campus Events
   b. Determines cost for each event
   c. Determines Blackout dates when required
5. Facility Use will be approved, or Events Office will follow up with requests if required
6. Events Office will create the following documents when required
   a. Event/Facility use Agreements
   b. Invoicing/Payment
   c. Waivers
   d. Certificate of Insurance
   e. Work Orders
   f. Signage
7. Approved Events will be added to the Coursedog Calendar