



# Western Nevada College

## Updated Guidelines and Criteria for Campus Use and Event Scheduling

As we strive to enhance coordination and efficiency in managing college events and facility use, the following procedures and criteria have been put into place.

- Submission should be entered **at least 6 weeks prior** to the desired date of use. The larger the event, the further in advance the submission should be entered. The recommendation is 3 months in advance.
- Credit-based courses have priority for space use
- Student Life events and activities take precedence
- Black out dates:
  - Week prior to the start of the fall/spring semesters
  - Week of Board of Regents meetings on campus
  - 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. [Submit a Campus Use form](#)
  - a. This should be used for the following events:
    - i. Student Club or Organization events
    - ii. Fundraisers
    - iii. Events utilizing spaces such as hallways and outdoor areas
    - iv. Events and activities utilizing space outside of typically scheduled times or spaces. For example the use of a classroom space or Carson Nugget Hall outside of the regular schedule.
    - v. Offsite events
  - b. The President's office will call the requestor to get more information on their event.
  - c. Once details of the event are obtained, the President's office will route through for feedback and approval. This can take up to a week. Routing includes -
    - i. Facilities
    - ii. Computing Services
    - iii. Public Safety
    - iv. Scheduler

- v. Student Life
- vi. Learning & Innovation
- vii. Advancement/Foundation

2. The Executive Team reviews the request for approval and costing
  - a. Questions will be asked/answered before final approval. This can take up to 2 weeks.
  - b. Executive Team will review the cost of internal resources to determine if anything needs to be applied to the department budget. Example: Overtime for events scheduled on weekends such as Police Services, Computing Services and Facilities.
  - c. Black out dates may apply.
3. The President's office will communicate the outcome of the request with the requestor.
4. The President's office will coordinate all the details associated with the event and continue to be the point of contact.
  - a. Details to include:
    - i. Events/Facilities use contract
    - ii. Work orders - Facilities & Computing Services
    - iii. University Police Services to schedule staffing if needed
    - iv. Add event to college website calendar