

Frostburg State University
Facilities Reservations Policies Committee
Final Report
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Preface

The issues of space availability and scheduling of activities are ones that Frostburg State University has faced, without resolution, for many years. On December 15, 1986, then-President, Herb F. Reinhard, issued a memorandum to the campus community outlining the “policy concerning the usage of our facilities to be effective starting January 5, 1987.” In this communication, President Reinhard noted the common concern expressed by “most of our faculty and staff” is the “matter of activities scheduling.” Fundamental to effective implementation of this policy was the designation of a central reservation site for all scheduling.

In 1993, new *Academic-Year Summer Scheduling Priorities for Frostburg State University* were developed, after a task group, chaired by Dr. Joe Malak, was asked to review existing policies and procedures for effectiveness and currency.

In 1996, another campus committee was formed to once again review existing facilities reservation policies. The work of this committee resulted in the development of PN 3.038, *Policy on Sponsored/Co-Sponsored Events/Activities & Fee Waivers*.

In October 2000, Dr. Alice Manicur tasked an earlier version of our Committee *with reviewing existing policies and making recommendations, as needed*. The work of this committee was halted in consideration of pending union activity on our campus.

In April 2002, the Facilities Reservations Policies Committee re-convened to complete the task originally charged by Dr. Manicur.

It became readily apparent to the members of our Committee that the issue of reserving facilities is a complicated one that has a long and circuitous history at Frostburg State University. Imbedded in the more simple issue of reserving facilities are a number of ancillary issues including, but not limited to, designation of priority use, development of long-range (2 years+) calendar, consideration of banner usage and development of a concomitant policy, and determination of scheduling agents. It is interesting to note that our review of existing applicable policies reflects a consensus that the policies themselves may not be flawed. Rather, the application of specific policies is often inconsistent or ignored. One final word on the existing policies is that they emanate from the perspective of centralization when, in reality, a silent majority of reservations are handled as individual requests between the individual/group seeking the reservation and staff at the site being reserved.

After carefully reviewing the extensive historical information that exists and discussing practical solutions to existing problems, our Committee offers the attached report.

**Issue #1:
Scheduling Priorities**

The following tier system of scheduling is based upon an academic calendar that is established two years in advance. Academic classes have priority at all times. At the beginning of each tier, instructional activities of academic departments (i.e., athletic contests, recitals, exhibits and concerts) will have scheduling opportunities before other events/administrative department. (Including PE Center/Athletics, PAC, Dance Studio, Roper Gallery).

TIER 1 (24 to 18 months ahead)

EVENT/PROGRAM	CAN START SCHEDULING	NOTES
1. Academic Calendar – Classes	Anytime	
2. Academic Instructional Activities (PE Center/Athletics, PAC, Dance Studio, Roper Gallery)	24 months	
3. Family Weekend	–	Hold LAST 2 weekends in September & the 1 st weekend in October
4. Homecoming	–	Hold ALL weekends in October
5. Commencement	24 months	
6. Cyclic facilities, classroom & grounds maint. & upgrade schedule	22 months	
7. Summer Planning Conference	21 months	
8. University Sponsored summer and break camps	20 months	
9. Contracted summer conferences	19 months	
10. Job Fairs	19 months	
11. Open Houses	18 months	

TIER 2 (16 to 13 months ahead)

EVENT/PROGRAM	CAN START SCHEDULING	NOTES
1. Cultural Events Series	16 months	
2. Academic department-sponsored activities (lectures, conferences, colloquia)	16months	
3. Presidential Events (BOR, Cabinet, MLK Convocation, Open Agenda, University-wide convocations, Provost's Forum)	16 months	
4. Non-academic University departments (i.e., Residence Life, Alumni Programs, Foundation, etc.)	15 months	
5. Co-curricular Events (Center Stage, events co-sponsored with academic departments)	13 months	
6. Primary student programming organizations (i.e., SGA, UPC, BSA, RHA, NPHC, IFC)	13 months	

TIER 3 (12 months ahead)

EVENT/PROGRAM	CAN START SCHEDULING	NOTES
1. Non-University catered events (summer only)	12 months	
2. Student Leadership Development & Service Programs	12 months	
3. Student organization extra-curricular events	12 months	
4. Faculty/Staff/Student Development Workshops	11 months	
5. Non-University conference events (academic year)	11 months	
6. Non-University catered events (academic year)	11 months	

TIER 4 (9 months to 0 months ahead)

EVENT/PROGRAM	CAN START SCHEDULING	PRIORITY END DATE
1. Instructional activities (PE Center, PAC, Dance Studio, Roper Gallery)	9months	8 months
2. Student Organization and Faculty meetings	9 months	8 months
3. Equipment Rentals for non-University events	8 months	7 months
4. Public Service	7 months	6 months

Note: Unions may schedule facilities at any time, based upon facility availability.