



FACULTY/STAFF SCHEDULING GUIDELINES

PRESENTED BY: THE OFFICE OF UNIVERSITY SCHEDULING

FROM HERE TO ANYWHERE



TABLE OF CONTENTS

Scheduling Policies	3	University Policies	18
Designated Event Spaces	4	Dining Services	19
Classrooms and Non-Event Spaces	5	Furniture Policy	20
When to Request Space	6	Decorations Policy	21
Your Event Confirmation	7	Contraband Items	22
Communicating with Your Event Manager	8	Accessing Space During Non-Business	
Scheduling Considerations for Events	9	Hours	23
Outdoor Space Guidelines	15	Contact Information	24
Table Requests	16		



SCHEDULING POLICIES

- For meetings or small-scale events, please submit all requests to EMS Web App at least 10 business days in advance.
- Be as accurate as possible when entering **ESTIMATED ATTENDANCE**.
- Strive to maintain at least 60% occupancy in the room when booking space.
- When choosing between the **CLASSROOM REQUEST FORM OR THE EVENT SPACE REQUEST FORM WITH FOAPALS**, ask yourself what space is appropriate for my event?
- All catering needs must go through Sodexo.



DESIGNATED EVENT SPACES

The following spaces on campus are considered designated event spaces and should be booked at least 10 business days in advance:

- Beaman A/B
- Curb Event Center Arena
- **Gabhart Multipurpose Room A&B**
- **Gabhart Flex Room**
- Herbert C Gabhart Chapel (only available for programming that is related to the spiritual development of the participants)
- **Janet Ayers Academic Center Conference Room C&D**
- Maddox Grand Atrium
- Massey Boardroom
- **McWhorter 409**
- Vince Gill Room (only available during business hours and an usher is required)

Rooms in red are only available for student reservations.

Rooms in blue are only available for faculty/staff reservations.

Rooms in gray are available for students, faculty and staff.



CLASSROOM AND NON-EVENT SPACES

- Classrooms will be provided to the campus community **AS-IS**. The Office of Event Services does not provide set up or technical support to these spaces. Classroom spaces should be booked a minimum of 10 business days in advance. No food is permitted in classrooms.
- Non-event spaces such as building lobbies and outdoor spaces may be requested for events. Depending on the needs of the event, charges may be applicable in these spaces. These requests should be submitted to EMS a minimum of 10 business days in advance. Food is permitted in these spaces.



WHEN TO REQUEST SPACE

Semester	Approval Dates
Fall: August 1 st – December 31 st	Mid-March
Spring: January 1 st – May 9 th	Mid-October
Summer: May 10 th – July 31 st	Mid-February

Dates are subject to change based on class scheduling. Campus will receive an email from the Registrar's Office when scheduling has begun for the following semester. Please note, students, faculty, and staff are given first consideration for reservation.



YOUR EVENT CONFIRMATION

- After the Office of University Scheduling has reviewed and processed your request, you will receive an event confirmation.
- We ask that you review the confirmation and check it for accuracy.
- Every detail of your event should be included on the confirmation: including date/time, furniture, and technical needs requested. Discrepancies with these details should be addressed with the Office of University Scheduling and your Event Manager immediately.
- After receiving your confirmation your Event Manager will follow up to ensure that everything is accurately represented on the confirmation and communicate any potential charges.



COMMUNICATING WITH YOUR EVENT MANAGER

- Upon approval by the Office of University Scheduling, your Event Manager will email you to confirm the details of your reservation.
- Any changes to event details must be solidified **5 business days in advance** with your Event Manager. Changes will be reviewed and honored if staffing and resources permit.
- Changes to reservations requested outside of the aforementioned timeframe will not be honored.



SCHEDULING CONSIDERATIONS FOR EVENTS

- Calendars: The Booking Cycle
- Space availability
- Staff availability
- Resource availability
- Is the event appropriate for the space?



SCHEDULING CONSIDERATIONS FOR EVENTS

CALENDARS: THE BOOKING CYCLE

Academic Classes

- Mid-October – All scheduling for Spring classes will be completed. Requests for Spring can now be approved.
- Mid-February – All scheduling for May & Summer classes will be completed. Requests for May & Summer can now be approved

Anchor and Protected Events

- Scheduling for all A&P Events have been updated in EMS for the Fall. Spring A&P Calendar events will be in EMS by the end of September.

Athletic Events

- Events in the arena will be approved following the submission of all athletic basketball games and volleyball matches.



SCHEDULING CONSIDERATIONS FOR EVENTS

SPACE AVAILABILITY

- Is the space unoccupied during the time you have requested your event?
- Will the Operations team have enough time to tear down previous events and set up your event? Or will they have enough time to tear down your event to prepare for an event later in the day that was already confirmed?
- Does a department or scheduler of that space have something already planned for the space that is not on the calendar?



SCHEDULING CONSIDERATIONS FOR EVENTS

STAFF AVAILABILITY

- Can the Operations team support the event with all of the other events that are confirmed across campus on that date?
- Will the team need to work outside of business hours to facilitate the request?
- Are there people who are able to facilitate the set up/strike for the event?
- Is housekeeping able to facilitate clean up after the event?



SCHEDULING CONSIDERATIONS FOR EVENTS

RESOURCE AVAILABILITY

Do we have the inventory to support your request?

- Tables/Chairs
- Presentation Systems
- Pipe and Drape
- Stages
- Microphones



SCHEDULING CONSIDERATIONS FOR EVENTS

IS THE EVENT APPROPRIATE FOR THE SPACE?

- Does the room size match your estimated attendance? (a minimum of 60% occupancy)
- Will the setup you have requested fit in the space?
- Does the event type match the room type?
- Can the room accommodate the required equipment for your event? (furniture, technical, non-technical)



OUTDOOR SPACE GUIDELINES

- In the case of inclement weather, events scheduled on grassy spaces will be cancelled or relocated to protect the integrity of the campus grounds.
- Any time you schedule an outside space request, please include your rain back-up plan in your request.
- Amplified music or speaking not permitted while classes are in session or after 9:00pm.



TABLE REQUESTS

- Faculty/Staff may reserve (1) 6ft table and (2) chairs for promotional fundraising or display use around campus.
- Only (2) tables for promotional/display purposes are permitted in public areas at any given time.



TABLE REQUESTS

- RESERVE A TABLE: Submit table requests no later than 10 business days via the online form on the EMS Web App entitled TABLE REQUEST FORM. Make sure to indicate the location for your table and the purpose for the request (i.e. bake sale, poster display, etc.)
- Only ONE table may be reserved and used by an organization or department each day.
- Tables will be delivered and picked up by the Operations Office staff.
- **Tables must be covered with a tablecloth at all times.** You have the option to provide your own tablecloth or pick up a university provided tablecloth with your table delivery. There will be a fee assessed for lost or damaged items.
- There is a \$150 charge for lost or damaged tables. Late returns will also be subject to fees.



UNIVERSITY POLICIES

The Office of University Scheduling has a Policy and Procedure Manual that details all university scheduling policies and guidelines.

To review the university policies in full, please follow these steps:

- Log into MyBelmont
- Click on [Campus Services](#) at the top of the page
- Click on [University Scheduling Policies](#) on the drop-down menu

The following slides highlight key policies found in the Policy and Procedure Manual.



DINING SERVICES

- All food needs should go thru Sodexo. Any exceptions to this must be approved by the Managing Director of Auxiliary Services, Keith Chapman, at least 15 business days in advance.
- Food truck requests must be submitted through EMS as an event in order to be reviewed by University Scheduling for approval.



FURNITURE POLICY

- The Operations team will set up your event according to the details provided in your EMS request.
- Moving furniture in Event Spaces is strictly prohibited.
- If your event is not set up according to your EMS confirmation, contact your Event Manager. He/she will coordinate with the Operations team to make adjustments.
- Failure to adhere to this policy may result in penalty fees or loss of booking privileges.



DECORATIONS POLICY

Under no circumstances should any group use tape, staples, tacks, nails, pins, or hooks in order to secure or fasten decorations.

The use of the following items are **STRICTLY PROHIBITED**:

- 3M Command Hooks or similar products
- Glitter, confetti, paint, or items filled with water
- Decorations that pose a fire hazard (including candles)
- Helium balloons are prohibited in the Beaman Student Life Center, Curb Event Center, Janet Ayers Academic Center Conference Room C&D, Maddox Grand Atrium, and McAfee Concert Hall

Rooms should be returned to their original condition before departure. Groups who do not follow these guidelines are subject to penalty fees and loss of privileges.



CONTRABAND ITEMS

Those who are found with any of the following items will have their privileges revoked and will face disciplinary action.

- Fireworks
- Weapons or dangerous devices of any kind
- Illegal drugs
- Alcohol



ACCESSING SPACE DURING NON-BUSINESS HOURS

- Your EMS Confirmation email has instructions for room entry during non-business hours.
- It is the responsibility of the group to arrive early enough to facilitate room openings during non-business hours. The Office of Event Services will not facilitate door openings for groups.
- If your space is locked, contact Campus Security at 615-460-6617.
- The Office of Event Services does not support after-hours tech support unless previously arranged with your Event Manager. Charges will apply.



CONTACT INFORMATION

Office of University Scheduling

Sally Dodd, Director of University Scheduling

- Phone: 615-460-6786
- Email: sally.dodd@belmont.edu
- Online: belmont.edu/scheduling
- Contact to check on the status of a reservation or to make changes to reservation times or spaces.

Operations Support

- Phone: 615-319-4809 (on-call tech support)
- Contact on the day of your event if your Event Manager is unavailable and you need technical assistance, or your event is missing inventory that was approved for your reservation on the confirmation email.