

Development Process and Guidelines

for Conference & Event Services (CES) Scheduling of Reservable Spaces

September 21st, 2022

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Supplemental Documents

- Reservable Rooms by Categories
- CES Guidelines Timeline AY21/22

Goals and Process

In Fall 2021, the University Space and Facilities Advisory Committee (USFAC) collaborated with the Dean of Students and Conference & Event Services (CES) to develop draft guidelines to help the campus meet the following goals:

- Create a more accessible and equitable reservations process to increase access to various locations on campus. This is an ongoing process that we will continue to improve as necessary.
- Increase student-focused and student-driven activities.
- Develop more external revenue-producing events.
- Combining external event management with internal event management to realize efficiencies and reduce redundancy, including a determination if there are any financial implications or contracts needed.
- Enhanced communication between event service providers (Student Activities Center, Clubs, Housing, Facilities Management, ITS, Dining, etc)
- Consolidation of various “event form” submissions into one campus event form to collect information necessary for service providers to support the event.
- Enhance risk management overview of space use so the campus can be properly equipped to handle and host various campus-wide events.
- Ensure emergency services have knowledge of events

The process to develop these draft guidelines included three steps:

1. Analyzed all the current spaces on campus to identify reservable spaces, while maintaining adequate non-reservable spaces to meet department needs. Part of this analysis looked at rooms/spaces that had previously held events, current use of the space, and intended use of the space. The [list of spaces](#) that fall under these guidelines is attached to this document.
2. Developed guidelines and best practices for reservations of reservable spaces on campus. This work was done through researching various models at other CSU campuses, as well as other universities of similar mission and size. Best practices were identified (i.e. tier of priorities, timeline) and refined to meet our campus needs. Comments from various campus groups were also incorporated into the development of guidelines, including but not limited to the Department of Theater, Film and Dance, Department of Music, Native American Studies Department, Kinesiology, Recreation Administration and Nursing Department, Athletics, Campus Events and Services, Library and Dean of Students.
3. An [anticipated timeline](#) for partner reviews has been prepared and the Facilities Use Working Group in partnership with CES and Dean of Students will work into Spring Semester 2022 to garner input and finalize the guidelines.
4. Comments received after implementation were collected and considered for the Fall 2022 revised document

Event Type Tiers

Events who fall into Tiers 1-4 must include a majority (50% or more) of campus attendees. Events with less than 50% campus attendees will fall under Tiers 5 and 6.

Tier 1 - University Instruction

Classes that are part of the regular and recurring instructional activities of a University college or department, which support the delivery of academic programs. These include but are not limited to regularly scheduled classes and activities related to credit earned course work that i (i.e. move a course to a computer lab for one special class session)

Tier 2 - University Instructional Support

Instructionally related activities, including meetings and instructional programs such as music, drama, forensics, journalism, special class events, study sessions, class/student demonstration, thesis defense, rehearsals, performances, student academic conference, instructional professional development, learning communities, and intercollegiate athletics that support class offerings or academic programs. This tier also includes courses that are part of the authorized Extended Education program.

Tier 3 - Research Activities

Programs that are research-oriented in nature which contribute to the professional or educational development of students, faculty, staff. These include but are not limited to, conducting research activity, faculty performance/exhibition, and research conferences/symposiums.

Tier 4 - Student Life & Engagement Events, Student Services, Activities Sponsored by Faculty, Staff, or Recognized Student Organization, and Administrative Events

Events and activities concerned with the professional, cultural, recreational, educational, administrative, informational, or entertainment aspects of the university life. Examples are (but not limited to), club and activities meetings, advancement, alumni events, Associated Students, office of student life events, student organized conferences, career fair, housing events, administrative meetings, workshops, and professional development.

Tier 5 - Meetings of Groups or Consultants Sponsored by or Related to the University

Examples include meetings called by state agencies; by professional organizations of faculty or staff, students, recognized student organizations, faculty or staff, or recognized employee organizations; consultant activities that have been approved by the University; meetings by University-related organizations; county and city school district-sponsored meetings; or meetings of federal, state, and local government organizations.

Tier 6 - Other Uses/External

Use of facilities for programs consistent with the educational mission of the University may be granted to those agencies and organizations with whom the University is authorized to make lease or licensing agreements.

****Events that Precede All Other Tiers****

Complex, annual events that impact the entire University and require coordination with the overall University calendar and extensive advanced planning precede any other prioritizations, and include:

- Orientation and week of welcome activities
- Campus-wide preview and recruitment events approved by the University
- Campus wide commencement events
- Homecoming
- Sanctioned NCAA athletic games
- Events approved by the President's office or designee
- Senate and senate sub-groups
- Planned facility maintenance

Space Categories and Priorities

[Reservable campus spaces](#) have been assigned to four categories based on their current room use, and intended use of the room. Use of University property, facilities and services that may be scheduled for activities or events will generally be granted in prioritized order of precedence as noted in each Category.

Reservations will be processed in the order in which they were received. Priority will be given as appropriate and coordinated with the "Event Type Tiers" identified above. Academic "for-credit" courses associated with Tier 1 are a critical component in understanding space availability. Scheduling around Tier 1 will always be a consideration with advanced requests.

- If there is a conflict with a space needing to be scheduled, CES will work with each requesting party. Depending on the requestors event type tier, higher priorities will be placed in the room, and alternate accommodations will be provided to the other requestors.
- If the scenario exists that conflicting requests are of equal priority and there are no other accommodation solutions, the Dean of Students will decide.

Category A: Academic

These rooms are primarily used and intended for academic purposes, including but not limited to lecture classrooms, computer labs, academic performance and exhibition, hands-on courses and academic class support (i.e. locker rooms, warm-up spaces, bleachers). While they may serve other categories when not in use, their priority is academic.

Once the academic courses have been scheduled and published, category A spaces are reservable.

Prioritization for Reserving:

- Tier 1: University instructions
- Tier 2: University Instructional Support
- Tier 3: Research Activities
- Tier 4: Student Life Engagement
- Tier 5: Meetings of Groups or Consultants Sponsored
- Tier 6: Other uses/External

Category B: Student Engagement, Student Services, and Administrative Activities

These rooms have been identified as being primarily used and intended to support student life activities, and activities connected to enhancing student engagement, as well as administrative activities enhancing our campus mission.

Prioritization and Timing for Reserving:

- Tier 4: Student Life Engagement
- Tier 1: University instructions
- Tier 2: University Instructional Support
- Tier 3: Research Activities
- Tier 5: Meetings of Groups or Consultants Sponsored
- Tier 6: Other Uses/External

Category C: Other Spaces - Summer Session

Spaces under category C mainly consist of spaces that can only be reserved outside our normal academic year (summer).

Prioritization and Timing for Reserving:

- Tier 5: Meetings of Groups or Consultants Sponsored
- Tier 6: Other uses/External
- Tier 4: Student Life Engagement
- Tier 1: University instructions
- Tier 2: University Instructional Support
- Tier 3: Research Activities

Category D: Specialized Spaces

These rooms are designated campus spaces that are unique in intent and functionality. We have spaces on campus that have been built and/or designated as spaces designated to promote cultural identity and have unique roles in mind. These spaces include (but not limited to) Native American Forum, Goudi'ni Gallery, Natural History Museum and the Reese Bullen Gallery. Those spaces have limited reservation options through CES in consultation with the previous managing department for appropriateness of events. The previous managing department will have three academic business days to reply to requests.

These rooms are available for reservations with approval from CES in-line with the requirements of each space.

Reservations will be processed in the order in which they were received, priority will be given as appropriate and coordinated with the “Event Type Tiers” identified above.

- If there is a conflict with a space needing to be scheduled, CES will work with each requesting party. Depending on the requestors event type tier, higher priorities will be placed in the room, and alternate accommodations will be provided to the other requestors.
- If the scenario exists that conflicting requests are of equal priority and there are no other accommodation solutions, the Dean of Students will make the call.

Reservation Specifics

To make a reservation and obtain more information about specialized spaces, or spaces that require special permission, please contact [Conference and Events Services](#).

Reservation for regularly scheduled academic classes, including mid-terms and moving course locations should continue to be routed to Bella Gray, bella@humboldt.edu

Reservation Etiquette

A few notes on reservation conduct:

- Attempt to use a space that is no bigger than your group size to allow larger groups to utilize large capacity spaces
- If your event gets canceled or you no longer need the space, cancel your space as soon as possible so others may reserve it
- Acknowledge that there are limited spaces and resources on our campus, and only reserve what you truly need, when you need it. If your plans change, please cancel your space so it can be released for others to use.
- Try reserving your space as early as possible. We recognize that for some this timing may fall during time off/summer break.
- Some rooms are restricted to certain days of the week and time of the day, and/or may require you to reserve more than one space so as to not interfere with other activities that may be going on. Plan accordingly.
- Do your research on the [CES](#) website regarding the needs of your events, such as [Zero Waste](#), technical help, food, risk management, and more.

*****Any comments or questions regarding this document should be sent to space@humboldt.edu*****

*Because these are guidelines and not policies, flexibility and judgment should be used whenever possible by the reserving party and CES.