

Campus-wide Calendar and Scheduling Initiative (R25)
Security and Policy Committee
September 2005

**Principles and Guidelines for scheduling space at Bates College for Bates students,
employees and members of the wider community**

Space owned by Bates College may be used by and for students and employees of the College. Employees may schedule space so as to carry out their specific job duties and to schedule events related to their responsibilities at the College. Students may schedule space for both social and academic activities as deemed appropriate by the bodies governing student activities. Individual employees and departments are assigned oversight or stewardship of certain spaces and in some cases may be responsible for approving the scheduling of those spaces. Note: an event is defined as any time a space is reserved for one or more individuals for a particular purpose and encompasses everything from a brief meeting to a large occasion.

Bates grants access to space when the event is in alignment with the mission of the College.

- Certain all-college events take precedence over all other scheduling. Convocation is an example. No other events that may interfere with this occasion may be scheduled, and/or College resources may be restricted to supporting convocation only.
- Events that are closely aligned with the academic mission of the College receive highest priority. While scheduling mostly conforms to a “first come first served” principle, and planning and confirming an event in advance is typically considered a reservation, an academic event may in some cases take precedence over a non-academic event. Bates reserves the right to restrict the number of non-academic events. On rare occasions, senior staff may cancel or postpone events that interfere with one that is closely aligned with the academic mission of the College.
- Bates-sponsored programs with which Bates has an official contractual agreement (for example, the Dance Festival, Sports Camp) have scheduling priority over other ad hoc events.
- The Bates College alcohol policy must be observed at all events.
- Individuals may not obligate the College to a specific event by making any sort of contractual agreement without proper authorization. Some contracts require approval by the Treasurer’s Office.

Bates grants access to space to both members of the Bates community (defined as current Bates students, faculty and staff) and to members of the surrounding community.

- The majority of events are scheduled at the request of Bates community members who typically, although not exclusively, have priority.
- Bates employees may schedule space so as to carry out their specific job duties and to schedule events related to their work responsibilities at the College.
- Requests from Bates employees who wish to schedule College space for personal, or any non-work related events are considered in the same manner as those requests which come from the wider community, subject to the rules established for non-Bates community members. In these situations, Bates employees do not have priority.
- Bates expects good stewardship when using space and the responsibility lies with the requestor.
- Bates reserves the right to refuse access to space or to certain resources (equipment, technology, and food service) when it is necessary to avoid straining resources and/or to allow maintenance.
- Bates reserves the right to charge for the use of space according to an established schedule of fees.
- Bates applies the same rules/criteria to groups and individuals in similar circumstances.

Recognizing that space at Bates is a limited resource, exclusive use of space, while appropriate in some circumstances, is the exception rather than the norm and the majority of space is shared and schedulable.

- While exclusive assignment of space is uncommon, appropriate priority assignment of space to certain individuals, departments or organizations is normal practice.
- Established criteria determine whether a space qualifies as schedulable space or as exclusive use only.
- Spaces are scheduled so as to utilize their primary purpose first before scheduling for a secondary purpose.
- Some space may not be scheduled for multiple purposes if it has been designed or designated to support a specific function only and may result in damage, inappropriate use, or compromise of the primary function."

Bates event scheduling process is designed to encourage advanced planning with an emphasis on "first come first served."

- The process and the rules for scheduling are transparent, simple, consistent and fair.
- Events that are well defined may qualify for advanced reservation while vague or indeterminate events may require additional definition before scheduling.
- A method to consider exceptions to scheduling rules is available to all requestors.
- The College, so as to maximize opportunity and to avoid overtaxing facilities, resources, and staff, shall attempt to distribute events broadly across the schedule.