

# University Facilities Use And Scheduling Procedures

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An Addendum to EM 13-078

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## I. OFFICIAL UNIVERSITY HOURS

Official university hours are identified in the Facility Use Charges document. In general, official university hours are those hours when the majority of university programs are scheduled to occur and when utilities will normally be available without special arrangements or extraordinary cost.

## II. OFFICIAL RESTRICTED UNIVERSITY HOURS FOR SPECIFIED BUILDINGS AND VENUES

For energy conservation and building security, the following will be the Official Restricted University Hours during the Academic Year for the following buildings. No evening scheduling of classes or events shall take place in these facilities outside of the limited hours, without special permission of CFU provided that the University is reimbursed for any extra services supporting such exceptions. Nothing contained herein is intended to preclude faculty or staff from gaining access to their offices provided that building security is not adversely impacted.

### **7:00 A.M. to 5:00 P.M. (Monday through Friday)**

The following are the designated buildings subject to these restricted hours.

Aymer Jay Hamilton (except AJH 124,125A & AJH 125B)  
Facilities Management Buildings  
Kendall Hall  
Student Health Center  
Student Services Center **(7:00 A.M. to 7:00 P.M.)**

**NOTE:** The Energy Conservation Committee may ask us to consider closing more buildings in the evening, including some academic buildings, at a future time to meet budget or energy conservation requirements.

### **11:00 P.M. to 7:00 A.M. (Monday through Sunday)**

All university buildings are not available for scheduling from 11 PM to 7 AM daily in order to conserve energy and provide custodial service. Exceptions to this rule are:

1) A limited number of 24 hour-supervised student computer labs Special events will require the prior authorization of CFU. Exceptions to this limitation can be obtained from CFU, provided the requestor has first agreed to reimburse the University for any extra services supporting such exception.

### III. SCHEDULING FACILITIES OUTSIDE OF OFFICIAL UNIVERSITY HOURS

When activities and events must be scheduled outside of official university hours, consideration shall be given to building/equipment security and energy conservation. A reservation for after-hours use of a facility other than those specified below will be approved only when the recommended facilities are already booked or are unsuitable for the intended use.

- A. *Stand-alone HVAC Facilities*—to conserve energy, those buildings with independent heating and/or cooling capabilities (HVAC) should be scheduled first.
- B. *Central BCP HVAC Supplied Facilities*-Those buildings which can only be heated and/or cooled through the Central Boiler Chiller Plant (BCP), and when stand-alone facilities are already booked or are not appropriate for a particular purpose, should be scheduled second.

### IV. OPERATIONAL GUIDELINES

#### A. Glossary of Terms

Priority scheduling – Those with priority scheduling rights shall have first scheduling rights per the University Facilities Use & Scheduling Procedures, (except where additional policy has established a right for an entity or group to schedule a facility for a specific purpose at specific times, or a “special confirmed reservation” has been made).

First come, first served - The first request for an available facility will be honored with no bumping allowed, except under the most dire of circumstances, and only with the specific permission of the Supervisor of Facilities Reservations & Event Services or CFU.

Bumping - Canceling someone else’s reservation or creating a deliberate room conflict to accommodate an organization’s reservation.

Special confirmed reservation - Confirmation provided in limited instances and in writing to an individual or unit indicating that its reservation may not be canceled except in an emergency or extreme hardship. A decision to provide or cancel a special confirmed reservation must be made by the Supervisor of Facilities Reservations & Event Services or CFU.

Advanced reservation - A reservation or request made early or in advance of an organization’s priority scheduling period. Advanced reservations may be bumped by a unit with a higher order priority for scheduling during their priority scheduling period.

Supplemental Instruction – An academic assistance program that utilizes peer-assisted study sessions to improve student success in historically difficult courses.

- B. Academic Publications and Scheduling Services (APSS) and Facilities Reservations & Event Services (FRES) shall share primary scheduling responsibilities for all university facilities. APSS will supervise and coordinate the scheduling of all academic classes.**

Facilities Reservations & Event Services will supervise and coordinate all non-academic scheduling. Facilities Reservations & Event Services is responsible for coordinating, record-keeping, and reporting all non-academic facilities reservations and for related services, (e.g., facilities management and security service requests, media arrangements, confirmations, contracts). All academic and non-academic reservations are recorded in the appropriate University scheduling software database, which are the authoritative source of facilities scheduling information for all units. APSS and Facilities Reservations & Event Services may delegate scheduling authority as may be appropriate.

- C. The first priority for physical facilities is always instructional use. However, when facilities are not required for instructional use, they may be available for other activities – except for physical education facilities (see section V. C. for PE facilities priorities). The following “Scheduling Calendars” and “Other Special Calendaring Provisions” shall serve as an operational mechanism for managing facility reservation requests.**

The priorities established in this section shall remain in effect until the first come, first served date specified below, unless superseded by other portions of this document or specifically approved by the Supervisor of Facilities Reservations & Event Services or CFU. The calendars below do not preclude making “advanced reservation” or earlier booking, nor a “special confirmed reservation” for facilities when the latter are approved by the Supervisor of Facilities Reservations & Event Services or CFU.

**1. Scheduling Priority Calendar for the Academic Year:**

- a. Academic Publications and Scheduling Services (APSS) and Academic Colleges and Departments shall have priority scheduling for state-supported academic credit-granting courses from approximately October 1 until February 15 for the following academic fall semester and approximately October 1 until May 15 for the following academic spring semester. Refer to the published Schedule Building Timeline for specific schedule building dates. Academic course scheduling will have first-come, first-served scheduling thereafter.
- b. Continuing Education has priority scheduling for self-support academic credit- granting courses and programs, from February 16 until July 31 for the following academic fall semester and May 16 until December 31 for the following academic spring semester. Continuing Education course scheduling will have first-come, first-served thereafter.

- c. Student Learning Center has priority scheduling in general use lecture rooms for supplemental instruction from August 1 through August 10 for the fall semester and January 1 through January 10 for the spring semester. Supplemental instruction offered by the Student Learning Center will have first-come, first-served scheduling thereafter.
- d. Intercollegiate Athletics, Recreational Sports, University Public Engagement, and other offices supporting Instructionally Related Activities have priority scheduling for Instructionally Related Activities programs from April 16 through August 1 for the following academic year and first-come, first-served thereafter.
  - Special Considerations: See section V. C. for physical education facilities scheduling priorities.
- e. Priority Schedulers have scheduling access in designated general use conference rooms as needed. All other users have first-come, first-served scheduling through Facilities Reservations & Event Services.
- f. All other users shall have first-come, first-served access through Facilities Reservations & Event Services.

**2. Scheduling Priority Calendar for Summer Session:**

- a. Academic Affairs, Continuing Education, have priority scheduling for academic credit-granting courses and programs, from approximately October 1 to March 15 for Summer Session and first-come, first-served thereafter.
- b. Student Affairs, University Public Engagement, Athletics, and Recreational Sports have priority scheduling for Instructionally Related Activities and Intercollegiate Athletics, organized intramural activities and sport clubs, and university public events, from approximately March 16 through April 15 for Summer Session and first-come, first-served thereafter.
- c. All other users shall have first-come, first-served access through Facilities Reservations & Event Services beginning April 16.

**3. Other Special Calendaring and Facilities Reservations & Event Services Provisions:**

- a. This policy supports and encourages special arrangements, coordination, and cooperation for advanced booking of facilities when agreed to by all specific parties involved or affected by the arrangements. These arrangements shall be provided in writing to the Supervisor of Facilities Reservations & Event Services or CFU for review and approval. When approved by the Supervisor of Facilities Reservations & Event Services

or CFU, these arrangements supersede specific provisions provided in this policy. They may include agreements between University Public Engagement (UPE) and the College of HFA for advanced booking of the theatres and agreements between Kinesiology, Continuing Education, and Athletics involving the scheduling of summer camps and courses in physical education facilities.

- b. "Special confirmed reservations" may be made from time to time at the discretion of the Supervisor of Facilities Reservations & Event Services or CFU in advance of priority scheduling periods when circumstances dictate. Any potentially affected users will be informed in writing of any special confirmed reservation. Parties responsible for "bumping" shall inform in writing the Facilities Reservations & Event Services Coordinator and the affected user in all cases. Everyone should make the greatest effort to respect and accommodate the needs of others and avoid "bumping" to the fullest extent possible. Appeals regarding the "bumping" are directed to the Facilities Reservations & Event Services Coordinator for resolution of the issue or referral to the Supervisor of Facilities Reservations & Event Services or CFU. Reservations are not "bumped" after their priority scheduling period except under dire circumstances and only with the written authorization of the Supervisor of Facilities Reservations & Event Services or the CFU.
- c. The scheduling of facilities for planned maintenance and minor or major capital outlay projects is made as soon as possible, except in emergency situations or when conditions warrant immediate or preemptive access or facility closure by Facilities Management and Services, the University Police, or Environmental Health and Safety. Downtime for planned maintenance or major or minor capital outlay projects is scheduled through Facilities Reservations & Event Services by the department that manages the project as soon as the maintenance or construction period is anticipated or formally established. Bumping of scheduled events or activities made during their priority scheduling period for maintenance or capital outlay projects, and vice versa, shall be allowed when determined to be necessary by the Vice President for Business and Finance following consultation with Cabinet.

#### **D. Special Considerations When Scheduling**

1. All reservations shall be for real or very probable events for specific dates and times and in specific facilities required. No "phantom" reservations, "blanket booking," or "overbooking" with respect to time or the amount of space needed is allowed. No more than the minimum facility and time needed may be reserved for any event unless other issues dictate or specific approval has been received from the Supervisor of Facilities Reservations & Event Services or CFU.

2. Special events or activities that require “special confirmed reservations” in advance of priority scheduling or “special events” that require last minute priority scheduling, such as an Athletic Post-Season Playoff, shall be accommodated with the specific approval of the Supervisor of Facilities Reservations & Event Services or CFU. Every effort will be made to coordinate with other activities and units affected.
3. Requests for use of university facilities by The Associated Students and student organizations originate in the Office of Student Life and Leadership which reviews, approves, and if appropriate forwards the request to Facilities Reservations & Event Services for handling. This procedure may be amended as agreed to by The Associated Students, Office of Student Life and Leadership, APSS, and Facilities Reservations & Event Services.

#### **E. Standing Reservations**

1. Annual Shutdown of Electrical Distribution System

The electrical distribution system is usually brought off-line during the first weekend in June. A “power shutdown packet” is available from the Facilities Management Work Control Center that identifies the specific buildings and equipment affected by the annual shutdown. The power shutdown occurs on the north side of the creek in odd years and on the south side of the creek in even years. No activities are scheduled in the affected buildings during a power shutdown.

2. Rest and Renovation of fields/grounds/courts

In order to renovate, re-seed, and repair sprinkler lines, fields are reserved in coordination with the managing department and Facilities Reservations & Event Services.

3. AGYM 140 and SGYM 102

The gym floors are refinished and re-stripped annually prior to the start of the fall semester or at a mutually agreed upon time between Athletics, Kinesiology, Recreational Sports, and FMS.

4. The University Stadium

Commencement occurs in the stadium during the last weekend of the spring semester and requires two weeks prior to the date for set-up and one week after for removal of equipment.

#### **F. Classification of Facilities**

For purposes of facilities scheduling, the following classifications and general treatment prevails. The “current classification” of a space in the appropriate University facility scheduling software database (Ad Astra), which is maintained by APSS and FRES, shall be the authority for determining a facility’s local use

and classification except where additional sub-classifications are noted below.

1. Lecture Rooms (All rooms so defined in the University scheduling software database (Ad Astra)).  
All lecture rooms are interdisciplinary facilities under the supervision and scheduling authority of Academic Affairs. All lecture rooms shall be scheduled in accordance with academic scheduling practice and procedure as specified in the Academic Scheduling Procedure. All additionally available time in lecture rooms may be reserved for non-instructional uses by other users based on requests submitted to Facilities Reservations & Event Services in accordance with the calendaring schedule.
2. Instructional Laboratories (All rooms so defined in Ad Astra)  
All scheduling for instructional or research laboratories is the exclusive responsibility of the academic unit to which it is allocated. They may give permission for other units to use their facility, in accordance with Facility Use Policies and Procedures, and must assist with all arrangements for access and use of equipment.
3. University-wide Facilities  
Specific university-wide facilities with broad interdisciplinary and non-instructional uses, including AGYM 140 and SGYM 102, recreational fields, and University Stadium, are treated in a similar manner as lecture rooms. They shall be specifically assigned for course scheduling during the academic schedule- building period and then returned to Facilities Reservations & Event Services for coordination of all subsequent non-instructional scheduling according to this policy.
4. Conference Rooms (All rooms so defined in Ad Astra)  
Two sub-classifications of conference rooms are determined by their assignment in Ad Astra. "Exclusive use conference rooms" are those assigned to colleges or other departments for their exclusive use--similar to an instructional laboratory. "General-use conference rooms" are assigned to Facilities Reservations & Event Services for scheduling and shall be treated the same as other university- wide facilities.
5. Other Auxiliary Organization Facilities  
Facilities operated/managed by Continuing Education, The University Foundation, The Associated Students, University Housing and Food Services, and other auxiliary facilities are to be scheduled according to the policies and procedures established by those organizations.

## **V. SPECIAL ARRANGEMENTS FOR FACILITIES SCHEDULING**

- A. Student Affairs** – The Student Life and Leadership Office is responsible for the review, approval, and submission of scheduling requests in

State facilities through Facilities Reservations & Event Services for student group activities and events under the following guidelines.

The Associated Students and Office of Student Life and Leadership will make maximum use of the BMU, especially after hours and weekends, and shall have exhausted these facilities before scheduling State facilities for student groups and organizations.

Student groups shall be limited to two hour reservations for reoccurring meetings, to maximize the availability of the facilities and provide more opportunities for all.

- B.** The Associated Students and Student Life and Leadership Office shall work with the student groups to inform them about appropriate use of the rooms with respect to security, maintenance (especially the presence of food, beverage, bikes, and animals in the classrooms), and such considerations as putting furniture back where it was found. Student Groups are limited to the use of designated buildings on Sunday per the Facility Use Charges document. In cooperation with APSS academic scheduling, HFA will schedule the five theater venues, ARTS 150, PAC 132, PAC 134, PAC 135, and PAC 144, for School of the Arts music and theater events including time for set construction and rehearsal as needed.

In cooperation with University Public Engagement (UPE), HFA will schedule the use of Laxson Auditorium for the School of the Arts Spring Musical, North State Symphony, and other academically related performances, after which UPE will have priority for scheduling Laxson Auditorium for the Chico Performances series.

Laxson Auditorium will be scheduled for approved commencement activities and other uses as approved by the director of University Public Engagement, the Supervisor of Facilities Reservations and/or CFU. The director of UPE, in conjunction with Facility Management Services and Planning, Design, & Construction will schedule, necessary times for maintenance and minor and major capital projects for the building.

- C.** PE/Athletic facilities will general be scheduled as follows:
- Kinesiology Department: Daily 8:00 AM-11:50 AM and 1:00 PM-2:50PM
  - Intercollegiate Athletics and Recreational Sports; Daily 12:00PM-12:50 PM and 3:00 PM-11:00PM and all holidays and weekends



- The following are exceptions for the physical education facilities:

Facility	KINE	ATHL	Rec Sports
<b>AGYM</b>	AM-1:00pm	1:00pm-6:00pm	6:00pm-Midnight
<b>Field 1 - Golf Green (Putting)</b>	AM-Midnight	-	-
<b>Field 2 - Golf (Practice)</b>	AM-Midnight	-	-
<b>Field 3 - General Playfield</b>	AM-3:00pm	-	3:00pm-Midnight
<b>Field 4 - Challenge Course</b>	AM-3:00pm	-	3:00pm-Midnight
<b>Field 6 - General Playfield</b>	AM-3:00pm	-	3:00pm-Midnight
<b>Field 7 - General Playfield</b>	AM-3:00pm	-	3:00pm-Midnight
<b>Field 8 - Baseball (Nettleton)</b>	-	AM-Midnight	-
<b>Field 9 - Soccer Stadium</b>	-	AM-Midnight	-
<b>Field 10A - Softball</b>	-	AM-Midnight	-
<b>Field 10B - General Playfield (Soccer Practice)</b>	-	-	AM-Midnight
<b>Field 11A - Stadium</b>	AM-1:00pm	1:00pm-6:00pm	6:00pm-Midnight
<b>Field 11B - Track</b>	AM-1:00pm	1:00pm-6:00pm	6:00pm-Midnight
<b>SGYM</b>	AM-12:00pm 1:00pm-3:00pm	12:00pm-1:00pm 3:00pm-6:00pm	6:00pm-Midnight

### **Inclement Weather and Intercollegiate Athletic and Recreational Fields**

Use of fields may be canceled during inclement weather if the Manager of Grounds (or Director of Facilities Management and Services or other appropriate staff) and the Director of Intercollegiate Athletics and/or Director of Recreational Sports (or other appropriate staff), in consultation with the event sponsor, determine that the fields will be damaged. If there is no agreement between the Manager of Grounds and Director of Intercollegiate Athletics and/or Director of Recreational Sports, a final determination will be made by the Supervisor of Facilities Reservations & Event Services or the Chair of CFU if time is available or by the highest available university administration.