

UIS FACILITIES SCHEDULING GUIDELINES AND INSTRUCTIONS

OVERVIEW

This document applies to the scheduling and use of classrooms, meeting rooms, outdoor areas, and any other shared space maintained by University of Illinois Springfield (UIS) Facilities & Services. Classrooms are centrally scheduled by Classroom Scheduling under the oversight of Facilities and Services. Outdoor areas include but are not limited to: Brookens overhang, PAC overhang, Colonnade, Quad, Shakespeare Garden, the Pond, east soccer complex, and the softball complex (except field 4).

This document does not apply to department-scheduled rooms, Athletic Fields, TRAC, Campus Recreation facilities, Performing Arts Center, Residence Life buildings, the Student Union, or any other auxiliary funded space.

This document adheres to the University's Procedures for Reserving UIS Property.

PURPOSE

To effectively manage, maintain, and schedule the use of classrooms, labs, and shared spaces for instructional and non-instructional use assuring maximum and efficient utilization of such spaces.

Classroom Scheduling maintains responsibility for assignment of space for classroom and laboratory instruction as determined by the applicable term course schedule. Additionally, Classroom Scheduling has oversight of shared space utilization under the purview of the Associate Vice Chancellor for Facilities & Services or designee.

UIS facilities are available for use by any organization(s) or individual(s) provided that the use is consistent with the policies contained herein and do not violate University policy, code of conduct, or local, state, or national legislation.

GENERAL SCHEDULING GUIDELINES

- University departments, Registered Student Organizations, and External organizations or individuals may schedule classroom and shared spaces.
- The following priorities shall apply for the use of classrooms and outdoor space:
 1. Scheduled Instruction
 2. Official University business, including student sponsored/operated events, gatherings and activities
 3. University sponsored events/meetings
 4. External entity events, gatherings, or activities (non-profit, profit, state and funded)
- No food/drink allowed in the classrooms/computer labs. Please plan accordingly.

- No special setups are allowed in classrooms.
- Registered Student Organizations are required to schedule space through UIS Connections.
- University departments and external entities are not to schedule classrooms for use by registered student organizations, and registered student organizations are not allowed to schedule for any other entity.
- All individuals/organizations using the facilities are responsible for the proper use and care of the facilities, furnishings, and equipment within the scheduled areas, regardless of university affiliation, during the duration of the scheduled use. Any person damaging the facility, furnishings, equipment, or any other property of UIS shall be charged the cost of repair and replacement (including labor). In the event that damage occurs, it will be the responsibility of the hosting unit/individual to pay for the repair/replacement.
- The scheduling of space may be delayed and is not guaranteed during the first 10 days at the start of a semester (census date) to allow for availability of space for instructional course additions and/or changes.
- Moving and rearranging furniture is not permitted and may result in additional fees. Furniture should never be removed or added to a classroom without permission from Facilities Scheduling.
- Tables cannot be set up in the hallways without explicit permission by Facilities Scheduling.
- Each scheduling request requires a detailed description of the event and any anticipated activity to ensure activity does not negatively impact classes or the safety of individuals attending the event and the UIS community at large.
- Parking shall be arranged through Parking Operations and any associated costs for parking are outside of the scope of Facilities Scheduling.
- Scheduling requests are not guaranteed until a confirmation from Facilities Scheduling is received. Groups or individuals should not make any arrangements or advertise the location of the event until confirmation of the reservation is received from Facilities Scheduling.
- Facilities Scheduling does **not** provide event staff for reservation of these spaces.
- A Facility Use Agreement (FUA) may be required to be completed and signed prior to any event.

- Catering services shall be arranged through UIS Catering and any associated costs for catering are outside of the scope of Facilities Scheduling. External vendors may be used only in cases where a waiver is approved by UIS Catering.
- Technology requests outside of the existing availability within a space shall be coordinated through Informational Technology Services (ITS). This includes additional technology needs, technical support, staffing, and instruction and may incur additional costs as designated by ITS.

SPACE RESERVATION PROCEDURES

Any entity or individual(s) seeking to use a classroom or shared space outlined in this document must contact classroom/facilities scheduling.

Information for reserving space is available at <https://www.uis.edu/facilities-services/facilities-scheduling>.

The following information is required for an event to be scheduled:

- Date(s) requested
- Start and end time(s) (include any setup/take down time required)
- Description of event
- Will minors be present
- Responsible party's contact name, address, phone number, and email address
- Primary anticipated attendees/audience (students, staff, faculty, or external individuals)
- Estimated attendance
- Is food/drink planned
- Any special requirements (technology, etc.)

EVENT CLASSIFICATIONS

Facilities & Services is responsible for determining the classification of an event.

University Event

A University event is any gathering or activity organized, sponsored, and/or hosted by a university entity. University events serve the purpose of conducting business directly related to the UIS mission. The event is attended primarily by students, faculty, or staff.

Such events are not assessed charges for space utilization or support services, unless overtime labor of Facilities staff is required.

Co-Sponsored Event

A co-sponsored event is any gathering or activity organized, sponsored, and/or hosted by a university entity in conjunction with an external entity and is related to the University's mission.

Co-sponsored events are required to have University representation on-site during and throughout the entirety of the event.

Only charges for space utilization are waived for co-sponsored events. All other support service charges apply. An internal FUA is required and the UIS entity co-sponsoring is responsible for all applicable charges.

In order for an event to be considered co-sponsored:

- A University entity must complete the request for space
- A C-FOP must be provided by the University entity for any applicable fiscal assessments
- The co-sponsoring university entity must be actively involved in the organization, planning, and/or execution of the event.
- The co-sponsoring university entity must have a substantial presence at and throughout the event.
- UIS and/or the university entity logo and/or name shall be prevalent on all advertisements and publications of the event as a co-sponsor.
- The event must relate to the University of Illinois Springfield's mission.

If the event does not meet a majority of these criteria, the event will be treated as an external event.

External Event

Any event which is not considered a university event or a co-sponsored event. External events may be unrelated to the University's mission. External events are subject to all applicable financial assessments/charges and insurance requirements as outlined in the FUA. University entities may assist with payment of charges at the appropriate rate as a regular sponsor of the event.

FINANCIAL ASSESSMENTS FOR USE OF UIS FACILITIES

All assessments are for university services and the maintenance and operation of facilities. Assessments will be incurred depending upon the below criteria.

- Nature of the event
- Identity of sponsoring groups, attendees, and fiscal operation.
- Charges for admission, registration, or participation (including donations) assessed by any hosting, (co)sponsoring, or organizational entity.
- Revenue generation.
- Type of attendees or participants
- Type of entity scheduling the event.
- Requirement of overtime labor by Facilities staff to provide services for event and/or its' operation.

Financial assessments will generally be incurred if any of these criteria are met:

- Event does not directly relate to the University's mission.
- Revenue of any type is generated by the event.
- Attendees and/or participants are primarily external to the university.
- A university entity is not significantly involved in the organization and/or implementation of the event.

DEFINITIONS

University entity: Any department, division, registered student organization (RSO), employee or organized group conducting business directly related to the University's mission.

External entity: Any individual, organization, company, or state agency, including non-profit and for-profit organizations, not considered a university entity.

University Events: Any gathering or activity organized, sponsored, and/or hosted by a university entity.

External (non-University related) Events: Any gathering or activity primarily organized, sponsored, and/or hosted by an external entity and/or unrelated to the University's mission.

Co-Sponsored Event: Any gathering or activity organized, sponsored, and/or hosted by a university entity in conjunction with an external entity and is related to the University's mission. Co-sponsored events are required to have University representation on-site during and throughout the entirety of the event.

Facility Use Agreement (FUA): Legal document required for utilization of UIS facilities. Outlines important requirements regarding liability, insurance, and financial obligations.

UIS Facilities: Any physical space located on or in university owned property that is maintained by UIS personnel and/or utilizes or is eligible to utilize state of Illinois financial allocations in the operation and maintenance of the space, including outdoor greenspaces and hardscapes.

ADDITIONAL CONTACT INFORMATION

Parking Operations: Responsible for assessing parking costs for events.

<https://www.uis.edu/parking/visitor-parking>

Phone: 217 206-8502

Email: parking@uis.edu

Catering Services: Responsible for all catering requests, including the utilization of external vendors.

<https://www.uis.edu/dining/guidelines-policies>

Phone: 217 206-6768

Email: foodservices@uis.edu

Information Technology Services: Responsible for all technology utilization and services requests.

<https://www.uis.edu/its>

Phone: 217 206-6000

Email: techsupport@uis.edu