I. Policy

This policy outlines the basic guidelines for use of facilities at Luther College.

II. Scope

This policy applies to any interested person or group.

III. Terms and Definitions

- The term “use of facilities” refers to the use of any room, building or space on the Luther College campus.
- Campus Programming maintains a master calendar of scheduled events at Luther College. This may determine whether or not a space is available at any given time.
- Cabinet – the executive team made up of the President, Vice Presidents and Assistant to the President.

IV. Procedures and Guidelines

A. On-campus requests

- Requests should be placed with the Campus Programming Office, ext. 1291 or e-mail peterssu@luther.edu.
- Groups requiring meals or refreshments should contact Luther College Catering directly at ext. 1395 or 1463 or e-mail catering@luther.edu.
  - Outside catering is not permitted in the Centennial Union, except as approved by the Cabinet. Dining Services is licensed by the State of Iowa to prepare and serve food in all Centennial Union dining facilities. Outside food, if mishandled, could lead to liability issues for the College. All off-campus vendors must provide Luther College with a Certificate of Insurance for liability and workers’ compensation.
- The campus calendar determines when or if a meeting or event should be scheduled.
  - Prior to each academic year, college events have priority over off-campus sponsored events in scheduling dates and spaces with scheduling done on a first-come, first-served basis.
  - If someone wants to book an event at the same time another is already scheduled, the Director of Campus Programming should be consulted. If it is determined the two events don’t conflict, they should be offered in different buildings and/or at different times.
  - Some events may not be booked if they conflict with all-college events such Homecoming, Family Weekend, Christmas at Luther or Commencement. In addition,
booking events against the Center Stage Series and Distinguished Lectures should be avoided.

- Meeting or event times should not conflict with regularly scheduled campus events such as Monday evening classes, worship services or Community Assembly.
- No public events shall be held during the six days prior to final exams, so that students have uninterrupted time to complete papers and prepare for exams.
- Any exceptions will be made by the Director of Campus Programming in consultation with the Vice President for Development.
- Athletic events are scheduled by the Athletic Director.

B. Off-campus requests

- All requests must be placed with the Campus Programming Office (563-387-1291 or 563-387-1538).
- Prior to each academic year, college events have priority over off-campus sponsored events in scheduling dates and spaces, with scheduling done on a first-come, first-served basis. After August 1, all events are grouped together, and are booked on a first-come, first-served basis.
- Fees may be applicable for facility use. Contact Campus Programming for price quotes.
- Summer conferencing will be directed to the Coordinator of Summer Conferences and Special Projects (563-387-1538).

V. Confidentiality and Record

All records and billing information are kept confidential and secure in Campus Programming.