



Kutztown University Policy ADV-001

Policies, Procedures and Practices for the Office of Conference Services

A. Purpose

The Office of Conference Services has essentially two major responsibilities on campus.

1. **Event Management** - Acting as event manager for all events that occur during the summer months (and for external events that occur during the academic year.)
2. **Reservation System** - The office is responsible for maintaining and administrating the campus-wide reservation system.

The above two responsibilities require a multitude of policies and procedures to be followed.

B. Conference Services Policies & Procedures – Event management

a. Guidelines for Visiting Bus Plans (Discharging/Parking/Pick-up)

Purpose:

- To establish the best possible plan for buses in the discharging, parking and picking-up of visiting guests.
- To minimize the blockage of roadways and to keep traffic flow as normal as possible during events that require bus traffic.

Definition: Visiting bus plan - to include arrival route, discharge/pick-up location, parking and exit route.

Procedure: An event that has an excess of two (2) buses must contact the Director of Public Safety and/or the Director of Conference Services in order to establish the best possible visiting bus plan.

Internal Event - it is the responsibility of the coordinator of the event to contact the Director of Public Safety in order to create a specific visiting bus plan for his/her event.

External Event - the coordinator of the external group must work through the Director of Conference Services (who will consult the Director of Public Safety developing the appropriate visiting bus plan).

A reminder that the best possible plan may not allow for door-to-door discharge and pick-up or adjacent parking.

b. Guidelines for Payment of Extra Services (Dual Compensation)

Before the payment for extra services can be applied for, the process has to be approved by the following:

- The Department Chairperson responsible for the employee receiving the payment
- The Department Chairperson from which the money will be coming from

Once the approved duties have been performed satisfactorily, the Payment for Extra Services Form is completed.

The form has to be signed by the following people:

- Employee providing the service
- Supervisor of employee
- Chairperson of Department the funds are coming out of
- Vice President of Division employee is in
- Vice President of Division funds are coming from

Once all signatures are received, the form is handed in to the Personnel Office.

NOTES:

The amount that you want to pay them (minus their own taxes) is what should go on the Total Pay Requested Line. Be sure to take out 17.54% for taxes that the office paying the funds needs to pay.

Example:

$$\$300 \times 17.54\% = \$52.62$$

$$\$300 - \$52.62 = \$247.38 \text{ (goes on total pay request line)}$$

c. Guidelines for Rental Fee Wavier/Reduction

An event must meet all of the following guidelines, in order to be considered for fee waiver/reduction:

1. The event must support the University's mission and goals statement.
2. The event must serve some civic or community service.
3. The event must be charitable in nature.
4. No admission or fee of any kind may be charged (entry fee, conference fee...)
5. The event must be available to the general public.

The University, through the President and/or his designee, reserves the right to decide which activity may or may not be held on campus, as well as the right to reduce or waive the listed charges.

The event coordinator must submit a formal written proposal to the Office of Conference Services for the fee waiver/reduction to be considered.

d. Guidelines for University Departments Sponsoring Outside Organizations/Events

In order for an internal department to sponsor an external event, the following criteria must be met:

1. The event must fit into the mission of the University and specifically the sponsoring department.
2. The event must be approved by the Department Chairperson or Director.
3. A department representative must be present at the event and be responsible for the event. The event must go through the proper reservation/scheduling procedures.
4. If any fee is collected (entry fee, registration fee, donations...) it must adhere to the University collection policy.

e. Guidelines for Use of University Stadium

Any group or organization that wishes to use the University stadium or track must have their event approved and scheduled through the Office of Conference Services.

Rules for using the University stadium or track:

- The University Stadium can only be used for appropriate activities
- No automobiles on the track or field – no exceptions
 - Could crush the drainage system around the track
 - Oil spills, overheating and melting of surfaces (by exhaust and engines)
- Only golf carts and gators on field or track – only to drop off and pick up (no parking)
- No high heeled boots or shoes on field
- No open flame
- No chewing gum
- No pets (except for working animals)
- No tobacco use (includes smoking and chewing)
- No markings or tape may be placed on the track or field
- Blood must be taken off immediately and washed down (using approved procedures)
- Litter removal must occur immediately after event – especially small items need to be removed ASAP (paper, peanut shells...)
- No puncture wounds of any kind in the track or field (tent spikes...)

Specific procedures are on file in the office of Conference Services

f. Guidelines for Weddings and Funerals

All weddings and funerals are considered non-university events unless the President or his/her designee declares the event to be a University function. The President (or his/her designee) also has the option of waiving the rental fees according to the University Fee Waiver guidelines.

All weddings and funerals must adhere to the University rules and regulations outlined in the Facility Charge List. This includes providing the appropriate insurance coverage, being liable for all damages, paying all support and personnel costs (as well as the rental

costs).... A reminder also that Kutztown University prohibits the use of alcoholic beverages on its campus.

All arrangements for weddings and funerals should be directed to the Office of Conference Services.

C. Conference Services Policies & Procedures – Campus-wide reservation system

Internal Reservation Process

The internal reservation process has many different facets. Every faculty and staff member of Kutztown University has access to the on-line reservation system known as Event Management Systems (EMS). This system can be accessed thru the KU Faculty/Staff webpage, under Tools. This system is used for making reservations for events for internal KU departments and organizations. There is an on-line EMS user's guide that is available and Conference Services also offers "refresher" courses in the fall and spring semesters. Examples of reservations that can be made thru this system are departmental meetings, special events and student organization weekly meetings.

I. Facilities Reservations Procedures

1. Requests to reserve university facilities for events and activities, with the exception of academic reservations (i.e. for classes and tests) can be made online by logging into the EMS room reservation program.
2. The facility should be reserved as far in advance as possible but at least two weeks prior to the activity, except for athletic facilities, in which 30 days are required. These deadlines have been established to assure time for such services as contacting of other offices, locating alternate facilities, etc. Reservations received with less than two weeks notice may be denied.
3. Academic reservations are the responsibility of the Registrar's Office. When faculty members need to switch classes or schedule rooms for tests, the arrangement is made through the Registrar's Office, which upon approving the revision, will notify the Office of Conference Services so the change can be made in the campus wide reservation system.
4. Reservation requests can only be made by faculty and staff members. Advisors must approve and make the request on behalf of their organization. The event registration becomes official when the person initiating the request receives a scheduled confirmation via e-mail.
5. All events which are open to campus and held in University facilities are coordinated by the Events Advisory Council. This council has established procedures for event/facility registration which are intended to minimize problems associated with simultaneous events. When scheduling conflicts cannot be resolved by the parties directly involved, the Events Advisory Council will resolve the conflict.
6. For late night event reservations (any event ending after midnight,) please refer to the rules and regulations in the KEY, student handbook
<http://www2.kutztown.edu/TheKey> .

7. An early room request process is available in the spring semester for all groups wanting to hold events in the following academic year. The specific process is distributed to all faculty & staff members, departments and student organizations in late fall and early spring.

II. Non-compliant ADA Room Reservation Process

1. Certain venues are not ADA compliant and require special criteria to be met before these “restricted access venues” can be reserved. The process starts with an email to the Office of Conference Services requesting use of a non-compliant ADA venue.
2. At that point, an email which includes the “Restricted Access Room Request” form is sent to the requestor and his/her dean or area vice president for completion.
3. The sponsoring department/organization must acknowledge and agree to have a complete and final roster of all individuals attending the event. The event must be a “closed” event which means that ALL individuals attending will be listed on the roster prior to the event occurring. The appropriate area vice president and/or dean must also approve the event. The purpose of having a roster is to determine whether anyone needs physical access - even due to a temporary disability such as a broken leg. If there is someone who needs physical access, the event would have to be moved to an accessible location. This also applies to all student organizations that receive any funding from the Student Government Association. By virtue of receiving funding, they must open their events to all students, and thus cannot hold events in any non-compliant ADA venue (all events for these groups must be held in an accessible location).
4. Once the venue request has met all of the criteria and has been approved by the Office of Conference Services, the reservation is then confirmed. Again, it is the responsibility of the Office of Conference Services to acquire this information and final approval.

III. Secondary Approvals

1. Some venues on campus have specialized equipment (computer labs or science labs) or special rules (outside areas...) so that a secondary approval is needed to reserve these venues.
2. All of the specialized venues that have been designated as a secondary approval venue have been assigned a secondary approving authority. This person has been given the task of approving events into these specialized rooms.
3. Once a request is submitted to the conference office, the reservation specialist is responsible for acquiring that approval from the secondary approving authority for that venue and informing the requestor of their room request.
4. Also, there are some buildings that are “closed” on weekends and during evening hours. The approving authority also is responsible for granting approval to use venues during these “closed” times. Again, the reservation specialist is responsible for contacting the approving authority and the requestor.

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External Reservation Process

The Office of Conference Services acts as the liaison for all room requests made by external groups.

D. Effective Date

July 26, 2010

E. Approved by

Mr. John Green, Associate Vice President for Advancement

F. Last Review

September, 2013