

## **Calendar Scheduling Guidelines**

The Grinnell College calendar scheduling policy and system is designed to maximize the educational and social benefits for the campus community.

With careful coordination and advance planning, every department, organization, and individual that is a member of the campus community should have the opportunity to schedule an activity on campus. A diversity of activities should be the end result.

### **Calendar Committee**

The Calendar Committee oversees the scheduling process. It is composed of the Vice-President for Academic Affairs & Dean of the College, the Vice President for Student Services, the Chair of the Faculty, the Chair of the Public Events Committee, the student ACE (All Campus Events) Committee Chair, the Vice-President for Communication and Events and the Director of Conference Operations. The Office of Communication and Events is responsible for scheduling all activities and maintaining the Grinnell College master calendar of activities.

### **Guiding Principles**

Because resources are limited and activities may be in conflict, activity planners should recognize the following as priorities:

- (1) Serving the undergraduate educational program and social life of the students constitutes the primary purpose for holding any activity on campus.
- (2) Activities planned to stimulate the on-going administrative operations of the College, specifically student recruitment and alumni relations are considered as an important secondary activity.
- (3) Activities that increase public exposure and generate community good will are considered as important tertiary activities.

## **I. Classification System**

### **Activity Types**

Each activity is assigned to an activity type according to its primary purpose. Though the activity type's are not mutually exclusive, each activity usually has one primary reason for taking place.

**Academic:** Lectures, symposia, conferences, workshops, etc. that have primarily academic content and goals.

**Cultural:** They have an entertainment characteristic mixed with educational exposure, and/or informative goals. This may take on a light or serious character. They include most Public Events Committee activities along with many other activities sponsored by various academic departments.

**Entertainment:** Primary purpose is to provide an enjoyable, relaxing experience. Education, information, and/or exposure are not one of the primary reasons for having the activity.

**Social:** Parties and other gatherings designed to bring people together to interact in an informal manner.

**Intercollegiate Sports:** Regularly scheduled events between Grinnell and another college or university. The teams and/or sports are recognized as intercollegiate sports.

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**Intramural Sports:** These include all intramural sports and club sports. Club sports that schedule competition with outside teams are included.

**Professional Meetings:** These are activities sponsored by or for organizations, which are affiliated with College. These may include the ACM or Iowa Chemical Society.

**Administrative:** Activities sponsored by administrative units that do not fit into other category types. Administrative activities that fit into any of the other categories will be included in those.

**Other:** A category in which a wide variety of independent activities for outside groups or small internal groups are classified.

**Special Events:** Events that by their very nature are dominant and preclude other activities. These may be regular events such as commencement and new student days, special conferences, or even single lectures that are so overwhelming in nature that they will dominate the day.

### **Activity Categories**

Activities are assigned to a category as well as type. There are four categories.

**Category One:** Significant single activities and multi-event activities. These are activities of *any* type that clearly appeal to the entire campus community and/or consist of more than one event within an overall activity. Examples: Scholars' Convocations, Public Events Concerts, Winter and Spring Waltz, symposia, Family Weekend, and Commencement.

**Category Two:** Single events that are designed for and expected to appeal to a large segment of the college community. Most general lectures, campus-wide parties and/or dances, and public concerts fall within this category.

**Category Three:** Single events that are designed for a special audience but are not open to the public and may attract a limited number of outside people.

**Category Four:** Private, specialized meetings. They are included because space is reserved.

The Office of Communication and Events assigns categories based on the breadth of audience appeal (within the College community), the duration of the overall activity, and the resources the college has committed to the activity. College community is defined as students, faculty, and staff.

Breadth will be determined by the likelihood of attracting a broad spectrum of students, faculty, and staff. Usually the nature of the topic and the reputation of speaker(s) can determine this. This will be based on a realistic appraisal of the purpose for which the activity is designed and the breadth and number of potential attendees.

## **II. Scheduling Priorities and Limitations**

### **Reserved Times**

As a general rule each week and semester will have specified times during which certain types of activities are not permitted.

### **Academic Week**

The academic week is defined as Monday morning through Friday afternoon. This time period is reserved for academic and cultural activities.

Academic-week Exceptions: An exception exists on Wednesday evenings (after academic activities are completed) and small Social events may be scheduled at the discretion of the Student All Campus Events Committee. Special activities may be scheduled during the academic week by the ACE Committee no more than twice each semester and only when the calendar is clear of competing activities.

### **Weekend**

The weekend is defined as Friday evening (after 5:00 p.m.) through Sunday evening. This time period is reserved for Cultural, Entertainment, and Social events. Occasional exceptions can exist.

Student All Campus Events Committee: The Student Government Association All Campus Events Committee is responsible for scheduling all student-sponsored activities on weekends. Any department, group, or individual wishing to sponsor a Category One or Two entertainment or social activity for students is expected to work with the ACE Committee before scheduling their activity.

The ACE Committee is expected to adhere to all the rules and procedures contained in this policy and to work with other departments and groups scheduling weekend activities.

Weekend Exceptions: Two category one or two academic, cultural, entertainment, etc., types of activities may be scheduled to encroach on a weekend. These activities cannot be scheduled on weekends when a different type Category One or Two activity has been scheduled.

The committee further recommends that the exceptions be designed so that the topic is of significant appeal to a large segment of the college community and to incorporate a related cultural activity on Friday or Saturday evenings, or both.

Exceptions will be scheduled on a case-by-case basis.

### **Last Week of Classes/Mid-semester Week**

During the last regular class week of the semester and the week prior to both Fall and Spring breaks, category one and two academic activities will be scheduled as exceptions only.

### **Exceptions**

It is acknowledged that some activities will require that exceptions be made to policy. Concerning exceptions:

- (1) The Calendar Committee must approve all exceptions to this policy (unless special procedures are included in a particular section) before a reservation can be made.
- (2) Requests must be in writing and presented at the same time the reservation is requested.
- (3) It is the responsibility of the requesting party to allow sufficient time for the committee to discuss the request.

### **Scheduling Frequency**

- (1) No more than one category one activity of a single type should take place during any academic week or on any weekend. Note: Scholars' Convocation is an exception and is not included in the academic week calculation.
- (2) Non-related Category Two activities cannot be held during a Category One activity.

### **Scheduling Conflicts**

- (1) As a general rule, no public activities of any type or category can be scheduled to compete with a category one activity. Regularly scheduled sports activities and special curricular activities (part of a regularly scheduled academic class) are exceptions. Public lectures included as part of the faculty-search process are permitted when necessary. Under special circumstances, unrelated activities may be scheduled after the completion of a category one activity. These activities should be designed so they do not interfere with the ability of the category one activity to gain an audience.
- (2) Category Two events may be scheduled to compete with Theatre Department productions that consist of a series of identical performances. Activity organizers should take into account the fact that a large number of students may not be able to attend an event during these performances.
- (3) Category Two or Three Academic Events that are part of a department's regular program may be scheduled to compete with other activities. Activity organizers should take into account the fact that these conflicts may reduce the number of students able to attend a particular activity. Publicity for such activities should be limited to class members.

## **IV Reservation Procedures**

### **Grinnell College Activities Calendar**

All activities (see specific exclusions below) must be included on the Activities Calendar.

Time and space are reserved on a first-come, first-served basis. All general planning should be completed before a reservation is made.

### **Reservations**

See the attached memo for reservation procedures.

### **How Events Will Be Classified**

The Director of Conference Operations will be responsible for classifying activities based on the above criteria and the information provided by the activity planner. It is anticipated that most activities will fall within appropriate categories and purposes by definition.

During the regular scheduling meetings, the Calendar Policy Committee may reinterpret classification decisions when a dispute arises. When the Calendar Policy Committee is not meeting, the Director of Conference Operations will poll the Policy Committee members. Their majority decision will be final.