

# Grinnell College Events Scheduling Guidelines

*Last Updated 12/5/2011, links updated 7/9/14*

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

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 event on campus. A diversity of events should be the end result.

(Note: For the purpose of this document, an “event” is defined as any College activity that is not a regularly scheduled academic class or intercollegiate athletic competition scheduled by the Registrar and Athletic Conferences (NCAA, MWC, etc), respectively.)

## ***I. Committee and Purpose***

### **Conference Operations Events Policy Committee**

The **Conference Operations Events Policy Committee (COEPC)** oversees the scheduling process. It is composed of the Vice President for Academic Affairs & Dean of the College, the Vice President for Student Affairs, the Chair of the Faculty, the Registrar, the Chair of the Public Events Committee, the student ACE (All Campus Events) Committee Chair, the Vice-President for College Services and the Director of Conference Operations and Events, or designated representatives thereof. Conference Operations and Events is responsible for scheduling all events and maintaining the Grinnell College master calendar of events.

The committee shall meet once annually to review this document and update as necessary. Additional meetings may be called on an ad hoc basis to discuss specific policies and possible changes.

## **Guiding Principles**

Because resources are limited and events may be in conflict, event 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 event on campus.
- (2) Events planned to stimulate the on-going administrative operations of the College, specifically student recruitment and alumni relations are considered as an important secondary event.
- (3) Events that increase public exposure and generate community good will are considered as important tertiary events.

## ***II. Reservation Procedures***

### **Grinnell College Online Calendar Database**

All events must be included in the College Calendar database.

Time and space are reserved on a first-come, first-served basis.

Because Grinnell College is the residence and community for students, individual students may schedule space for personal as well as group events at no charge. Events must be scheduled and sponsored by a campus office/department or an official student group recognized by the Student Government Association in order to be publicized by official College channels (the campus calendar, the Memo, etc). All events must be in accordance with regulations regarding solicitation, fundraising, nondiscrimination and political activity as outlined in the Faculty, Staff and Student Handbooks.

### **Reservation Procedures**

Reservation procedures may be found on the Conference Operations and Events website at <http://calendar.grinnell.edu> .

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

Conference Operations and Events will be responsible for classifying events based on included criteria and the information provided by the event planner. It is anticipated that most events will fall within appropriate categories and purposes by definition.

The COEPC may reinterpret classification decisions when a dispute arises. Their majority decision will be final.

## ***III. Classification System***

### **Event Categories:**

Each event falls within one or more event categories according to its primary purposes. Though the event categories are not mutually exclusive, each event 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 events along with many other events 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 event.
- **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.
- **Student group events:** These include all student group meetings, events, intramural and club sports. Student groups that schedule special events are included.
- **Professional Meetings:** These are events sponsored by or for organizations, which are affiliated with College. Examples include the ACM or Iowa Chemical Society.
- **Administrative:** Events sponsored by administrative units that do not fit into other category types. Administrative events that fit into any of the other categories will be included in those.
- **Other:** A category in which a wide variety of independent events for outside groups or small internal groups are classified.
- **Special Events:** Events that by their very nature are dominant and preclude other events. 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.

## Event Audience and Publicity Levels

Events are also classified based on their intended audiences and publicity levels.

- **Group Members/Invited Guests Only:** Closed administrative meetings, some student group meetings, private lunches, committee meetings that include students and faculty, etc. *These events may or may not be publicized on the College Calendar, though all meeting spaces must be reserved through the College Calendar Event Request system.*
- **Targeted external audience:** Events designed by the College for prospective students, alumni, or external audiences.
- **Faculty/Staff Only:** Open, publicized events specifically for only faculty and/or staff.
- **Students Only:** Open, publicized events specifically for only students.
- **Faculty/Staff and Students:** Open, publicized events specifically for students, faculty, and staff who are interested.
- **Open to the General Public:** Open, publicized events open to all members of the campus community and including the wider community of the City of Grinnell and beyond. They may or may not appeal to a wide audience (for instance, worship services or AA meetings sponsored by the Chaplain's office are open to everyone, but not greatly publicized or appeal to large numbers of people.)
- **High Profile Events:** These events are typically large-scale events with more publicity that appeal to a wide audience within the campus and greater Grinnell communities. *All Special Events are High Profile Events, but not all High Profile Events are Special Events.*

Conference Operations and Events assigns audience and publicity based on the breadth of audience appeal, the duration of the overall event, and the resources the college has committed to the event.

Breadth will be determined by the likelihood of attracting a broad spectrum of students, faculty, staff and community members. 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 event is designed and the breadth and number of potential attendees.

## ***IV. Scheduling Priorities and Limitations***

### **General Reserved Times**

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

- **Academic Week:** The academic week is defined as Monday morning through Friday afternoon. This time period is normally reserved for academic and cultural events.
- **Class Time:** Class time is defined as any time in which regularly scheduled classes take place, generally Monday-Friday, 8 a.m. – 4:05 p.m. and Mondays from 7:30 p.m. to 10:20 p.m. Exceptions are lunch periods and specially scheduled times when no classes occur.
- **Weekend:** The weekend is defined as Friday after classes end through Sunday evening. This time period is normally for Cultural, Entertainment, and Social events.

**Student All Campus Events Committee:** The Student Government Association All Campus Events Committee is responsible for scheduling with Conference Operations all large-scale student-sponsored events on weekends. All student groups wishing to plan an event of this nature are required to work with ACE. Any department, group, or individual wishing to schedule a large-scale entertainment or social event for students is encouraged to work with the ACE Committee before scheduling their event.

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 events.

### **Finals Week:**

Finals week is defined as Friday at 5 p.m. after the last regular class is completed, and ends at 5 p.m. the Friday of finals week.

Scheduling events during final exam week requires special consideration of the academic focus of the week. When scheduling any event during finals week, the following guidelines should be followed:

- Attendance at any event may not be required for students with the exception of final exams themselves.
- Final Exams are only to be scheduled Tuesday-Friday of Final Exam Week, and under no circumstances may be scheduled Saturday-Monday.
- The event should not attract a large population from the general public to campus.
- The event should be of limited duration or be of a nature that allows attendees to enter and leave at will.
- The event should not otherwise disturb the academic endeavors of the campus community.

### **Last Week of Classes/Week before Mid-Semester Breaks**

During the last regular class week of each semester and the weeks prior to both Fall and Spring breaks, students often experience a greater number of academic obligations. As such, event planners are advised to be mindful of the type of events that are planned, and to recognize that many students may not be able to attend.

## **Scheduling Frequency**

The following guidelines are in place regarding the frequency of large-scale events.

- No more than one Special Event 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.
- No more than one symposium or multi-day event series ought to be scheduled in any given week or weekend.

## **Scheduling Conflicts**

### **High Profile and Special Events:**

As a general rule, no events of any category can be scheduled to compete with a Special Event. Regularly scheduled sports events and special curricular events (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 events may be scheduled after the completion of a Special Event. These events should be designed so they do not interfere with the ability of the Special Event to gain an audience.

Special Events may be scheduled to compete with Theatre Department productions that consist of a series of identical performances. Event organizers should take into account the fact that a large number of students may not be able to attend an event during these performances.

Event schedulers are encouraged to consider the ability of events to gain an audience and the use of college resources when planning a High Profile event. Individual High Profile events should attempt to avoid conflict with other High Profile events, with start times staggered if possible to create maximum audience for each event. *Special Note: No High Profile event may be scheduled against Scholars' Convocation. Event planners are discouraged from holding events of any size to compete with Convocation.*

### **Academic Events:**

Academic Events that are part of a department's regular program may be scheduled to compete with other events. Event organizers should take into account the fact that these conflicts may reduce the number of students able to attend a particular event. Publicity for such events should be limited to class members.

### **Scheduling Against Classes:**

Events intended to draw from a wide audience, including students, may not be scheduled during time designated for classes unless they meet at least one of the following criteria:

- Be of an extended duration so students may come and go at times when they do not have classes. (e.g. blood drives, job fairs, etc.)
- Be held in conjunction with a class (e.g. a speaker invited to class, a poster session for class, etc.) that is also opened to the community.
- Be duplicated at a time which does not conflict with classes.
- Be scheduled during the evening class session, which limits scheduling conflicts to very few students.

Meetings and events designated for specific groups of people for which the audience is known (e.g. staff or faculty meetings, committee or group meetings involving very few students) may be scheduled during class time.

## **Religious Holidays:**

In order to respect the religious diversity of our community, High Profile events should not be scheduled in conflict with the observance of religious holidays. This is particularly important when the nature of the traditional observance would preclude members of the religion from participating in the event.

A list of the holidays in question are listed on the *CRSSJ Quick Reference to High Holy Days* located at <http://www.grinnell.edu/about/offices-services/crssj/resources?group=9257> .

## **Visits by Politicians and Campaign Activities:**

All visits by politicians must be governed by the guidelines in this document, as well as those in the Student Handbook and the Faculty Handbook.

The handbook policies state, in essence, that such political activity must not jeopardize the College's standing as a tax-exempt, non-profit institution by providing partisan support for a candidate or partisan political activity.

Full policies and procedures may be found at the following websites:

- Student Handbook:  
[http://catalog.grinnell.edu/content.php?catoid=10&navoid=2133#Political\\_Activities](http://catalog.grinnell.edu/content.php?catoid=10&navoid=2133#Political_Activities)
- Faculty Handbook, Appendix VIII: Guidelines on Political Activity  
<http://web.grinnell.edu/dean/Handbook/FacultyHandbook.pdf>.

## ***V. Exceptions to this Document***

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

- The Academic Dean or VP for College Services may approve any exceptions to this policy before a reservation can be made.
- Request for exception must be made with Conference Operations at the same time the reservation is requested.
- It is the responsibility of the requesting party to allow sufficient time for the request to be considered.