

SECTION: Institutional Advancement/Public Relations
SUBJECT: Conference Services

ISSUED BY: Office of Institutional Advancement
REPLACES:
APPROVED BY: President's Cabinet
EFFECTIVE DATE: February 1999

Policy

All inquiries pertaining to the use of College facilities by off-campus groups (throughout the year) and on-campus groups (during the summer only) must be directed to the Office of Conference Services.

Asbury College has first priority in scheduling events during the summer months. Asbury College Alumni Reunion will have priority over any other on-campus or off-campus group.

College sponsored conferences or programs must be scheduled at least 9 months prior to the date of the event in order to be given priority over outside groups. While Conference Services will tentatively schedule outside groups prior to the 9 month priority period, they will only be confirmed after the 9 month priority period has passed. Final scheduling is at the discretion of the Director of Conference Services.

Procedure

Contact Conference Services to schedule and coordinate the use of the College facilities for off-campus and on-campus groups, extension 2215.