Policy

Campus events scheduled before 6:00 p.m. are to be cleared through the office of the Associate Academic Dean. All events which take place after 6:00 p.m. or on weekends must be cleared by the Campus Calendar Coordinator. This policy applies to all faculty and student events—including faculty and student social events. Events which have not been cleared may not take place and will not be published in the weekly Campus Calendar.

Procedure

Submit “Request for A Calendar Date” form (see page 3 of this policy) for all evening and weekend event scheduling. Additional copies of the “Request for A Calendar Date” form are available online, at: Public Folders, All Public Folders, Campus Bulletin Board, Official Campus Calendar, Date Request Form; or contact the Campus Calendar Coordinator. Please note that at the present time there exist no means by which you may fill out and return Calendar Date Request Forms online. They must be submitted via CPO in hard copy form, with all appropriate signatures affixed, and with possible alternate dates included. A separate form must be submitted for each event.

Student event
1) Secure the approval of the Vice President for Student Development, 2) secure the preliminary approval of the facility contact person, 3) and submit the completed “Request for A Calendar Date” form to the Campus Calendar Coordinator. The form includes return sections for the facility contact person and the person submitting the request.

Administration and Faculty event
Administration and Faculty requests should secure the preliminary approval of the facility contact person prior to submitting requests.

The following “Campus Calendar Priority Levels for Scheduling” listed on the next page) and the procedure of scheduling Level One Priority events on or before March 1, Level Two events after April 1, and Level Three events after April 15. This will help the committee in the fair and efficient scheduling of all evening and weekend campus events.

Note: All campus events for the next calendar year must be scheduled before the end of the spring semester (May 3) to ensure that they will be listed in the published campus calendar. The dates listed as “Traditional Dates for Various Activities” have already been scheduled.
Campus Calendar Priority Levels for Scheduling

Level One:  (to be scheduled on or before February 1)
1. Spiritual Life Activities (Fall Revival, Holiness Conference, Missions Conference, class prayer meetings, etc.)
2. Administration activities (Convocations, Staley Lectures, etc.)
3. Artist Series
4. Other Traditional Events (see following list)
5. Admissions Office events (visit weekends)

Level Two:  (to be scheduled after April 1)
1. Music Department activities (concerts, recitals, Band Clinic, etc.)
2. Drama productions (will avoid conflicts on opening and closing show dates)
3. Intercollegiate Athletic events
4. Alumni Office events
5. Art Show Openings

Level Three:  (to be scheduled after April 15)
1. Class events
2. Student-Faculty events (movie marathons, Spring Fest, etc.)
3. Club activities
4. Intramurals

Traditional Dates for Various Activities

Fall Revival: begins on Sunday of the third full week of classes
Connection Visit Weekend: last weekend in September
Homecoming/Parents Weekend: second weekend in October
Fall Preview Visit Weekend: second weekend in November
All-Star Band Clinic: third weekend in November
Christmas Festival of Music: second Sunday in December
Great Commission Congress: last week in January
Freshman Talent Show: Saturday of the first full week in February
Sophomore Musical: Friday of the second full week in February
Winter Preview Visit Weekend: second weekend in February
Winter Fest: second weekend in February
Women’s Retreat: third weekend in February
Men’s Retreat: fourth weekend in February
Scholarship Weekend: second weekend in March
Spring Preview Visit Weekend: first/second weekend in April
Jym Jamboree: Friday and Saturday of the first/second week in April
Holiness Conference: second/third week after Spring Break
Junior-Senior: second/third Saturday in April
Ichthus: next to last weekend in April
Alumni Reunion Weekend: usually the third weekend in June

Note: The activities of extra-campus organizations will be listed on the campus calendar as space permits but do not receive any priority status.

June 2002
Asbury College - Request for a Calendar Date
(Use for campus events after 6:00 p.m. or on weekends. Complete the entire form except those lines in italics.)
(After the form is completed— with the preliminary approvals— send to Prof. Glen Flanigan, Music Dept.)

Organization: ________________________ Date of Request: ________

Event: ______________________________

Date Requested for Event: _____________ Alternate Date: ________

Facility Requested: ____________________ Time of Event: ________

Name of Person Submitting Request: ________________________________

Preliminary Approval of the Vice Pres for Student Development: _____________
(for student events only)

List of Facility Contact Persons (for room reservations)
During classroom hours (8-4:50 pm Monday-Friday, except 10:40 am – 12:45 pm Tuesday and Thursday)
contact Nancy Ellwood, Associate Academic Dean’s Office (ext. 2180) to schedule any classroom.

Aldersgate Lounge: Susan Roberts (ext. 2322) Luce Center: Mrs. Carolyn Dock (ext. 2470)
Doddridge-Holland Theatre: Mr. Jeffrey Day (ext. 2207) McCreless/Akers Aud.: Mrs. Faye Montgomery (ext. 2250)
Dougherty/Gray Rooms: Mr. Todd Goepper (ext. 2306) Morrison/Bennett-Bernard: Mrs. Wendy Jones (ext. 2181)
Grille: Mrs. Carolyn Hampton (ext. 2166) Morehead 400A: Mrs. Wendy Jones (ext. 2181)
Hager Board Room: Mrs. Karen Koehn (ext. 2500) Office of Public Relations–Meeting Room: Ms. Jeanette Davis (ext. 2176)
Hamann Ray: Mrs. Carol Baker (ext. 2230) Parlor in women’s dorms Ms. Jeanette Davis (ext. 2176)
Hughes Auditorium: Mrs. Carolyn Hampton (ext. 2166) Reasoner Hall, 112: Mrs. Trina Dunaway (ext. 2218)
Hughes/Reasoner Basement: Mrs. Trina Dunaway (ext. 2218) Reasoner Hall, 200s & 300s: Mrs. Nancy Fellows (ext. 2223)
Kinlaw Library Board Room: Bonnie Temple (ext. 2143) Reservoir Pavilion: Carolyn Hampton (ext. 2166)
Kinlaw Library Conference Room: Bonnie Temple (ext. 2143)

Preliminary Approval of Facility Contact Person: ________________________________

Approval of Campus Calendar Coordinator: ________________________________ Date: ________

(NOTE: Complete the remainder of the form except those lines in italics.)

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Confirmation of Event (Returned to Applicant)

Event: ______________________________ Date of Event: ________

Time of Event: ________________________ Place of Event: ________

Approval of Campus Calendar Coordinator: ________________________________ Date: ________

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Confirmation of Event (Returned to Facility Contact Person)

Event: ______________________________ Date of Event: ________

Time of Event: ________________________ Place of Event: ________

Approval of Campus Calendar Coordinator: ________________________________ Date: ________

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