



FACULTY AND STAFF EVENT/FACILITY SCHEDULING PROCEDURES

Faculty and staff of Parker University may schedule their events and reserve a facility space via the Event Management System (EMS). When scheduling an event, the planning process should begin prior to logging into EMS. It is recommended to work out the most important details beforehand: **the type of event, expected attendance, room set-up, audio/visual (technical) needs, catering, event times, dates and space requests.**

PRIORITY USES

Reservation requests are made on a first-come, first-served basis, to current Parker University community members, giving priority to academic courses, registered Student Organizations, and Board of Trustee meetings. Room assignments are generally based on the number of attendees expected and type of event. Should a specific room request be made, every effort will be made to provide that room. However, the University reserves the right to make changes in room assignments in order to maximize space usage.

ELIGIBILITY CRITERIA

Must be a current faculty or staff member of Parker University.

OPERATIONAL PROCEDURES

- All formal use of the facility and services provided must be requested and scheduled through Parker University Event Management System (EMS)
- Rooms may be reserved up to 365 days in advance
- Rooms may be reserved via Outlook or [EMS Online](#)
- When requesting Parker services with a room reservation, [EMS Online](#) is the only scheduling resource.
- As the master calendar all reservations, updates, modifications, request, etc should occur within Parker University's Event Management System and should be considered a request only until confirmed.
- External, non-Parker attendees must be saved as a contact within Outlook before they can be recognized and added as an Attendee within the Event Management System.
- External, non-Parker attendees, must be saved as a contact within Outlook before the Event Management System will recognize them as an attendee.

ONLINE EVENT / FACILITY RESERVATION AND REQUEST PROCEDURES

1. Log into your [EMS Online](#) account
2. Select the calendar and choose the appropriate day and time
3. Check for scheduling conflicts for both rooms and services/equipment
4. As applicable choose room. *Special permission rooms are placed in tentative status until approved*
5. As applicable choose services A/V, Catering, Marketing, Information Technology, Facilities, and Security. *Note that certain request are placed in a tentative status until approved*
6. Requests that are in a tentative status are routed to the event management coordinator for approval
7. An email confirmation of an approved/denied request is emailed to the requestor within 72 hours

OUTLOOK EVENT / FACILITY RESERVATION AND REQUEST PROCEDURES

1. Open Outlook
2. Select New Meeting
3. Enter event attendees and subject
4. Select EMS Room Scheduling on the Outlook toolbar
5. Select Building and Room Type filters as applicable to the event needs
6. Select the meeting Event type
7. Save/Send the room request
8. Requests that are in a tentative status are routed to the event management coordinator for approval
9. An email confirmation of an approved/denied request is emailed to the requestor within 72 hours

It is not permitted to advertise an event before all details have been confirmed.

ROOM SET-UP AND BREAK DOWN

Setup types are offered when scheduling a space in EMS. Parker University Facilities department must approve all request and are responsible for the setup and teardown of the space.

CATERING SERVICES

- All catering requests are required to go through Parker University's dining services. A catering request form must submitted via EMS
- With the volume of services requested, dining services requires a minimum one week notice **(2 weeks for parties of 50+)** for all catering requests. This timeframe allows dining services to order product and adequately prep for your event. If your event arises unexpectedly and you are in need of catering (less than one week's notice) a catering request form must still be submitted.
- In the event your request cannot be accommodated, you will receive a catering request exemption form via email. ***Please keep in mind that exemptions from using Parker University Dining Services for catering of campus events will be granted only if***

Dining Services is unable to fulfill the event planner's needs. If the request cannot be fulfilled, dining services will complete the Catering Exemption Form which will be sent to the Director of Auxiliary Services for review and approval.

- A copy of the approved exemption form should be attached to the invoice/receipt from the outside catering provider when it is sent to the Business Office for payment. The invoice/receipt will not be paid by Parker unless the catering exemption form copy is attached. This form must be completed in its entirety and emailed back to me for approval and signature. This form provides authorization to obtain catering from an outside party.
- If your event is being held on campus please be sure to include facilities and other resources as needed. Dining Services is not responsible for executing room reservations.
- Baked items such as cookies, brownies, cakes et cetera, are allowed to be brought from home.
- Prepackaged items (snacks or drinks) are permitted for their meetings.
- SAGE may NOT be utilized for luncheons or pot lucks. An EMS reservation must be made to secure space for such events on campus.

CHANGES AND CANCELLATIONS

Requests submitted less than 24 hours possibly may not be honored. This includes event related changes such as reservation time adjustments, addition or removal of any furnishings, addition or adjustment to any previously requested audio visual equipment and catering request.

DAMAGES

The condition of all meeting rooms and multi-purpose rooms will be checked before and after each event. Individuals and organizations using the space are responsible for leaving the room in the same condition in which it was found. Furniture adjustments, if necessary, should be requested through EMS. Misuse of or damages to a reserved room will result in charges being assessed to the event sponsor or their department.

PROHIBITED CO-SPONSORSHIPS

Faculty & Staff may not co-sponsor on campus programs or events with off campus persons or organizations.

Faculty & Staff may co-sponsor events with other registered student, faculty, or staff organizations, or with university departments or agencies.

Parker University seeks to preserve the limited space on campus for the use of students, faculty, and staff. Examples of prohibited co-sponsorship activities include, but are not limited to:

- An event that substantially depends on an off-campus person or organization for planning, staffing, or management of an event
- An event that reserves a room or space for the use of an off-campus person or organization
- An event that operates for the benefit of an off-campus person or organization.

INDIVIDUAL ROOM GUIDELINES

The following guidelines have been developed to ensure appropriate and consistent use of the rooms at Parker University. Failure to abide by these guidelines may result in forfeiture of use privileges.

General Expectations:

- Individual rooms and their A/V equipment (if applicable) will remain locked unless in use through a reservation or otherwise noted
- Food and non-alcoholic beverages are allowed unless otherwise noted
- As a courtesy to others, individuals will pick up after themselves

It is the responsibility of the Facilities Department to:

- To maintain all room configurations, including both activity and common areas
- To set-up and take down any furniture and equipment used in these rooms

It is the responsibility of the event sponsor/room user:

- Make Room Reservations via EMS
- Adhere to room capacity guidelines

- Request all required services through EMS
- Coordinate with security to unlock the room
- Report early to the room to ensure room is unlocked and setup appropriately
- Report any damages

SPECIAL PERMISSION GUIDELINES

- Academic schedule takes precedence in all classrooms and labs
- All service requests (catering, A/V, IT, marketing, facilities) will be approved by the respective departments through the coordination of the Event Management coordinator
- Computer labs including those in the East building and College of Health Science buildings can be requested and are approved through the Information Technology department
- A conference phone must be requested for use when reserving JWP
- Admissions visitor parking areas are only available to the admissions department
- Requests for the university vehicle(s) will be approved through the Office of Business Affairs to prepare insurance coverage
- Gross Anatomy lab must be approved by Director of Anatomical Gifts

HOURS OF OPERATION

While official University classes are in regular session, building hours are as follows:

Monday - Friday 5:00am -11:00pm

Saturday

Dallas Clinic8:00am - 12:00pm
 Massage School.....8:00am - 5:00pm
 North Building.....5:00am - 4:00pm
 East Building.....5:00am - 6:00pm
 South Building.....5:00am - 8:00pm

Sunday

Activity Building.....12:00pm - 5:00pm
 North Building.....12:00pm - 5:00pm
 South Building.....7:00am - 4:00pm

Building hours during final exams, semester breaks, and staff holidays will vary. Weekend hours may vary during finals, holidays, breaks and events. Check website for details.

GENERAL PARKER UNIVERSITY POLICIES

The following general policies and guidelines pertain to Parker faculty, staff, students and visitors. Any exceptions to these policies may only be approved by the University President

I. FACILITY CLOSURES

Parker University may be closed and/or may have reservations cancelled, at the discretion of the University or building administration. Such occurrences may include, but are not limited to: emergency or scheduled maintenance, special events, repairs or interruption of utility services, dangerous conditions, et cetera.

II. AFTER-HOURS ACCESS

With the exception of the Student Activity Center, only approved full or part-time staff of the Parker University are permitted in the buildings outside of standard operating hours.

III. ACCESS ELIGIBILITY

Current Parker University students, faculty, and staff and their invited guests are eligible to utilize the services of the building. For sufficient cause, entry may be refused or privileges suspended or revoked to any group or individual. Failure to comply with a request to leave will result in the staff calling the Campus Security and/or the Dallas Police Department.

IV. INVITED GUEST POLICY

If the event or activity parameters allow it, invited guest may participate under the following conditions:

1. Cost of an invited guest event ticket is subject to the event specifications.
2. University community member agrees to participate in the same activity area as the invited guest and accept responsibility for his/her guest's conduct, if applicable.
3. Invited Guest must agree to adhere to all building policies, regulations, and written or verbal instructions given by University employees.
4. The University cannot be responsible for lost or stolen property or injuries sustained while participating at an event held at Parker University.

V. CHILD POLICY

Parker University primarily serves an adult population. Children are welcomed but must be accompanied by an adult University community member. The actions of the child[ren] are the responsibility of the accompanying University community member.

VI. USER CONDUCT

Participants are expected to be good citizens and respect the rights of others. Individuals or groups engaged in behavior deemed unsafe and/or inappropriate by Student Affairs or University staff, may have their access to facilities revoked or modified and/or be subject to University disciplinary action.

VII. BICYCLES AND OTHER PERSONAL VEHICLES

Bicycles are prohibited in the building. Bicycle racks are located around the perimeter of the building. The term “other personal vehicles” includes, but is not limited to, skateboards, hover boards, roller blades, and roller skates. This prohibition does not apply to wheelchairs or other mechanical or automated equipment designed for and used by individuals with physical disabilities. Parker University is not responsible for lost or stolen personal vehicles.

VIII. SMOKING

The University is a tobacco-free campus and prohibits the use of all forms of tobacco products on University property. Together we can help support the university’s mission to provide a healthy working and learning environment for the entire campus community.

IX. ALCOHOLIC BEVERAGES

All events with alcohol should receive approval from the President’s Office following the Alcohol and Illegal Drug Use Policy on MyParker.

X. CONTROLLED SUBSTANCES (DRUGS)

State law relating to the possession, use, or sale of intoxicants will be strictly enforced.

XI. FIREARMS

Parker University prohibits the possession or use of firearms, facsimile weapons/bombs, armor-piercing ammunition, and knives on university property, including academic, administrative, special use, recreational, and housing facilities, as well as all grounds and parking lots. This policy applies to students, faculty, staff, and campus visitors. The only exceptions to this policy are for commissioned police officers and in cases where special permission has been granted by the Office of the President.

XII. ANIMALS

With the exception of service animals and animals involved in appropriate University activities, no animals are permitted inside the buildings.

XIII. EMERGENCIES

Response of building occupants to emergency situations will be in compliance with rules and procedures established by the University.

XIV. LOST AND FOUND

Lost articles shall be turned in to Campus Security. Items are catalogued and stored until they are picked up by the original owner.

XV. SOUND LEVELS

Because the event spaces is home to many professional offices and classrooms, sound levels will be controlled at the discretion of Parker University faculty & staff.

Parker University reserves the right to update policies without prior notice