

SUBJECT: Athletics: Event Management	Effective Date:	Policy Number:
	July 1, 2011	03-1-002
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	Policy: Date:	
	Responsible Authority:	
	Director Of Athletics	

I. Purpose and statement of operational policy underlying the procedure.

To ensure that all individuals or groups follow the specific procedures set forth to utilize Bruce Hall for on-campus events.

II. Applicability/Scope

This policy applies to staff, faculty, students, and outside entities of the College.

III. Process for Implementing Procedure

Responsibility	Action	Timeline
Director of Athletics	Provide documentation to the facilitators of the event covering operational procedures, costs, and responsibilities of location usage.	Four weeks prior to the event occurring.
Senior Woman Administrator	Confirm dates and place the event(s) on the master calendar to validate its occurrence.	Three weeks prior to the event occurring.
Senior Woman Administrator	Order or confirm any additional equipment needed for the event.	Two weeks prior to the event occurring.
Senior Woman Administrator	Conduct a final walk-thru of the anticipated space to be utilized for the event(s).	One week prior to event occurring.

IV. Related policies/References for more information

See Policies and Procedures Handbook for Intercollegiate Athletics, Page 26.

Authorizing Official: <u>Johnnie B. Watson</u> <i>Johnnie B. Watson</i>	Authorization Date: <u>OCT 06 2011</u>
Title: <u>President</u>	