

SUBJECT: Athletics: Indoor Set-Ups	Effective Date: July 1, 2011	Policy Number: 03-1-005
	Supersedes: Policy: Date:	Page 1 Of 2
	Responsible Authority: Director of Athletics	

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

The purpose of this policy is to inform all individuals or groups who utilize the gym (Bruce Hall) of the set-up procedures.

II. Applicability/Scope

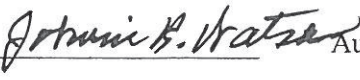
This policy applies to everyone on and off campus who employ this space.

III. Process for Implementing Procedure

Responsibility	Action	Timeline
Event Manager	Ensure the space is clean and clear for warm-ups or equipment set-up.	Three hours prior of event start time.
Event Manager	Set-up actual equipment.	Two hours prior of event start time.
Event Manager	Conduct a final walk-thru of the space to be utilized.	One hour prior of event start time.

IV. Related policies/References for more information

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

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