



**Bryant University
Scheduling Policies**

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INTRODUCTION

Space is one of Bryant’s most valuable assets and must be managed by policies that promote involvement from all constituencies in pursuit of effective and efficient use of space. Bryant’s facilities are owned by the University and may be assigned and reassigned in the interest of the institution’s overall priorities and needs. These spaces include but are not limited to all academic, administrative, athletic, residential, and student facilities.

Section 1: General Overview

Who Can Reserve Space

- ❖ **Faculty/Staff:** for *University-related* meetings and events
- ❖ **Students:** Through a recognized campus organization
 Note: Students may reserve classrooms on a space-available basis for rehearsal of class presentations without campus organization membership.
- ❖ **External Organizations:** Approved External Organizations: through the Office of Conferences & Special Events: See [Approved External Organizations Facilities Usage Policy](#)

The responsibility and accountability for the management of campus events and activities rests with the sponsor of said activities. The event sponsor is responsible for enforcing compliance with state and local laws and University policies at events. Failure to enforce the aforementioned laws and policies may result in the sponsoring department or organization being restricted from use of University facilities in the future. *A representative of the reserving organization must be present at all events.*

How to Reserve Space

The first step in planning an event is confirming availability and reserving a facility that can adequately accommodate the expected audience. The R25 WebViewer is a useful tool to determine if a space is available on a certain date and time. It can also be used to identify other events planned for the same date and time. To access the event calendar type r25.bryant.edu in the address line. The event calendar automatically comes up. To check availability of a particular space, click on the **Locations** bar. Use the side bar to navigate to a particular room. Please note that although a facility appears available, you must still request it and it *may not be available at the time the request is processed*.

To request a space:

Faculty/Staff: if you have an R25 Webviewer user name, use WebViewer (preferred), e-mail: schedule@bryant.edu or phone ext. 6921 8:30 am – 4:30 pm Mon-Fri. (4pm during summer hours.) To request a WebViewer account, contact University Scheduling at ext. 6921 or email schedule@bryant.edu. See [Using Webviewer](#) documentation for instructions on how to use WebViewer to check space availability and to request a space.

Students:

Recognized Student organizations can request space using WebViewer. (See [Using Webviewer](#) instructions.)

Each recognized student organization must have an @bryant.edu or an @organizations.bryant.edu email address (for example, senate@bryant.edu). Email addresses can be requested from the helpdesk. The email address name becomes the R25 contact name. Student Organizations must follow the procedures for requesting space as outlined in the annually updated Student Organization Resource Guide. This guide is available at the Center for Student Involvement.

For individual/group class presentation practice space in the Unistrucre: contact the faculty suite coordinator for your professor. She will create a WebViewer request for the classroom. During the summer, email schedule@bryant.edu with your request.

Reservations are not official until the requestor receives an Event Summary confirmation.

Major Events

1. Semi-annually in October and May, the Major Event Calendar Committee will solicit dates from campus event planners via a major event date request form. October's solicitation will be for the following Spring and Fall Semesters and the May solicitation will be for the following Fall Semester whose dates cannot be determined more than a semester in advance. Board of Trustee Meeting dates are exempt from the process. Dates are known one year in advance and will be automatically entered into the Major Event Calendar.
2. Semi-annually, in November and June, the committee will meet to prepare the first draft of the major event calendar based on dates submitted. The committee will then call a meeting that includes the major event planners to resolve conflicts, if any, suggest possible efficiencies available (sharing a tent or other rentals for back to back events). After conflicts in the calendar are resolved, [Grand Hall Approval Forms](#) should be processed by the requesting organization.
3. After the calendar has been approved by cabinet - campus schedulers will book requested/approved space and send an electronic confirmation to the Event Planner. The event will be flagged within the campus scheduling software as an approved major event or "Hot Event" and reservation information will electronically pass to the "Hot Event" section of R25.BRYANT.EDU. After the calendar has been approved, contracts and purchase orders can be executed.
4. Once an event is approved and on the Official Major Event Calendar, subsequent requests by higher priorities for the same dates may not bump the committed event from that date.

Building Hours

All requests for space must be within established building hours. (Building hours may vary during Winter, Spring and Summer Break.) Exceptions are granted by the Vice President of Student Affairs for Student events, Building Managers for University Events, or the Director of Conferences and Special Events for External Events. Events must conclude at the agreed specified time.

Reservation Times/Tentative Holds

Facilities may be reserved for the actual event time plus set-up/tear down time as determined by facilities management. Reservation times may not be extended to avoid overtime set-up fees. See [setup_timepolicy.doc](#). Reservations are non-transferable; a group cannot release a room to another group. Any scheduling changes must be made through University Scheduling. Violations of this policy may result in loss of reservation privileges.

Organizations may tentatively hold rooms for events other than those approved on the major events calendar no more than six months in advance, and must confirm said dates no less than three months before the actual event. Failure to release unconfirmed rooms might result in future reservations being denied.

University Scheduling is to be notified of specific hours of use 3 months in advance.

Set up Instructions

Set up instructions for rooms requiring such, must be provided two weeks in advance of the event, even if final head count is not known. (Actual anticipated head count can be given to University Scheduling once it is determined.)

Fees

University internal events will not incur a facility rental fee; however, the requestor may incur costs related to the program for services beyond those normally provided by the University, for example:

- If setups are required after the Facilities Management staff's normal working hours, the requester will be responsible for overtime costs.
- Any fees related to setup or overtime associated with failure to notify University Scheduling three (3) business days in advance of a canceled event.
- Custodial wages for restroom coverage outside of Facilities Management staff's normal working hours.
- Building Managers
- Sound/lighting technician
- Expenses may also be incurred for failure to adhere to specific regulations.
- Public Safety Detail Officers or Town Fire Marshal [See DPS Policy on Detail Coverage for Events.](#)
- The sponsoring department or organization will be responsible for any damages that may occur during an event.

External Organizations are charged facility rental fees based on facility requested.

Parking/Walkways

Departments or organizations planning a meeting or special event within the academic year during usual business hours should keep in mind that parking is extremely limited. Business hours are Monday through Thursday from 7AM-10:30 PM, Friday 7AM-4:30 PM. Events requiring parking for more than 50 vehicles are strongly discouraged during these times. Special event parking arrangements should be made with the Department of Public Safety at least three weeks prior to the date of the event. Requests for number of parking spots needed must be included in your WebViewer request.

Driving or parking on walkways is prohibited. Vendor delivery access is available through the loading docks of the Unistructure, Bello Center and Bryant

Center. The MRC wing back circle is an option for short term unloading to the Unistructure.

Emergency Closing

If the University experiences an emergency closing due to weather, utility failure, or other unforeseen disaster, the event is considered cancelled.

Signage

Paper flyers and posters may not be posted on any windows or doors for fire safety reasons and may not be posted outdoors on vehicles in the parking lots. All posters, flyers and banners advertising events must be removed by the sponsor within 24 hours after the event. Flyers and posters for confirmed events may be displayed in the glass cabinets on the Rotunda walls. University Relations and Center for Student Involvement maintain keys to the glass display cabinets. For complete information see the Poster, Paint and Sign policy in the [Student Handbook](#).

Outdoor directional signage boards may be signed out from the Office of Conferences and Special Events on an available basis. 72 hours notice is requested. Departments are responsible for the creating and putting up and taking down of the signs themselves. Unreturned signage will be re-charged at replacement cost.

Annual Review

This document is subject to annual review and updating by the Scheduling Committee. Proposed changes must be approved by President's Cabinet.

Section 2. Space Classifications

Priorities and scheduling procedures have been established for spaces according the space classification assigned to it. In cases where an individual space may have more than one use, the classification was assigned according to the space's primary use.

Classification Definitions:

Classroom: A room used for classes and that is not tied to a specific subject or discipline by equipment in the room or the configuration of the room. These rooms may contain multimedia equipment. A classroom may be furnished with special equipment (e.g. maps, software) appropriate to a specific area of study, if this equipment does not render the room unsuitable for use by classes in other areas of study.

Special Use Room: a space that is sufficiently specialized in its primary activity or function to merit a unique space category

Meeting Room: A space characterized by a broader availability to faculty, staff and the general public. Not scheduled for classes

Student Meeting Room: All Bryant Center Meeting Rooms. Not scheduled for classes

Study Room: A room or area used by individuals to study at their convenience. Reservations not necessary.

Large Venue: Spaces with seating capacity greater than 150

Athletic Facility: Spaces both indoors and out built for Athletic Competitions and Recreation.

Outdoor (Grounds): A place of assembly on the campus grounds that is not an athletic field.

Classrooms:

Classrooms are either general use or computer lab. Classrooms are located in the Unistrukture, Koffler, and Bello Center. To view a listing of classroom capacities and equipment in classrooms see: [the Audiovisual Services Equipment Matrix](#).

Classrooms are provided on an “as-is” basis and should be returned to their original seating set-up after use.

Scheduling:

Specific classroom allocation is determined by Academic Affairs for use by the 3 Academic Departments. Each department schedules their classes in Banner in their allocated rooms as follows:

Undergraduate Classes are scheduled by the Registrar/Director of Records and Registration.

Graduate Classes are scheduled by the Director of the Graduate School.

Executive Development Center Classes are scheduled by the Executive Development Center.

Schedules are submitted to University Scheduling by the 3 academic departments, to be entered into R25.

Priorities:

First priority is for Academic classes including Undergraduate classes, Graduate School classes and the Executive Development Center. When the semester’s undergraduate classroom assignments have been completed, faculty will be notified by the Director of Records and Registration. Faculty will be given a two-week window to review their room assignment via their Banner account and request a room change before the semester begins. After that window, available classrooms may be scheduled for non-

academic class usage on a first-come, first served, space available basis and faculty change requests will be handled through University Scheduling.

Note: Summer Conferences have priority use of Classrooms not used by Undergraduate, Graduate, or Evening EDC Classes scheduled in EDC designated rooms from June – August except during Orientation.

Computer Labs:

First priority is for Academic classes including Undergraduate classes, Graduate School classes and the Executive Development Center. Computer labs may be scheduled by faculty/staff for meetings requiring computer/software usage.

Use is subject to Lab Security Policies set forth in Information Technology’s [Classroom Lab Policies and Procedures](#). Food and beverage are not allowed in Computer Labs.

Special Use Rooms:

The following rooms have been designated as *special use* due to unique features of the room and may be used only with permission of the designated authority.

Room #	Room Name	Contact
376,381	Science Labs	Chair, Science Dept.
Bello 212	Financial Markets Center	David Louton, ext. 6343
	Salmanson and Gulski Dining Rooms (see Gulski Dining Room Policy)	Shawn Monaghan, ext. 6865
M42	EDC Computer Lab	Paul Dacey, ext. 6204
	Atrium Conference Room	Vicky Atkins, ext. 6026
	Campus Quad	Vicky Atkins, ext. 6026
	Communications Classroom	Wendy Samter, ext. 6944
	Career Service Presentation Room	Nancy Friel, ext. 6353
	Video Editing Room, Koffler	Wendy Samter, ext. 6944
M32	Banner Training Room	Scheduling, 6921
Townhouse Function Space		Residence Life, ext. 6140
Hall 17 Meeting Room		Residence Life, ext. 6140
Faculty Suite Meeting Rooms	Faculty Suite Meeting Rooms	Contact individual Faculty Suite

		Coordinator
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Meeting Rooms:

The following rooms have been classified as meeting rooms: Bello 214*, Bello 103*, Unistructure Room 278 and 279, and Gulski Conference Room. **Meeting rooms may be scheduled one semester in advance.**

* Both Bello 214 and 103 can be used as classrooms, but their main function is as meeting rooms.

Priorities:

1st Faculty and Staff University-related meetings. 7 am – 6 pm Mon. – Fri.

2nd Recognized student organizations for meetings after 6 pm Mon- Fri.

3rd External Organizations that meet University requirements for facilities use.

Note: Summer Conferences have priority use of Meeting and Dining Rooms from June – August except during Orientation.

Note: Bello 214 requires the permission of the Vice President for Information Technology. Requests received through WebViewer are automatically forwarded for approval. Do not contact the Vice President's office directly.

Conference Rooms:

The following rooms have been classified as Conference Rooms: MRC 3, MRC 4, MRC Dining Room and Room 266. **Conference Rooms may only be booked two weeks in advance and are not available for Summer Orientation use.**

Priorities:

1st External Organizations that meet University requirements for facilities use.

Note: Summer Conferences have priority use of Meeting and Dining Rooms from June – August.

2nd Faculty and Staff University-related meetings. 7 am – 6 pm Mon. – Fri.

3rd Recognized student organizations for meetings after 6 pm Mon- Fri.

Student Meeting Rooms:

The following rooms have been classified as student meeting rooms: Bryant Center Room 1, Bryant Center Room 2A, Bryant Center Room 2B, Bryant Center Room 2C, Bryant Center Room 3, the Heritage Room and Papitto Dining Room.

Scheduling:

- a) Students: All reservations must be made by or through recognized campus organizations. Recognized Student Organizations that hold weekly meetings may apply for meeting space one semester in advance. Students trying to organize a new group may meet twice to establish themselves and gain recognition from the Student Senate. Reserving space for classes or class-related presentations, study groups, etc. is prohibited.
- b) Faculty and staff: Student Meeting Rooms may be reserved by faculty/staff on a space-available basis for University-related meetings. Reserving space for classes or class-related presentations, study groups, etc. is prohibited.
- c) External Organizations that meet University requirements for facilities use may request use on a space-available basis through the Office of Conferences and Special Events.

Priorities:

- 1st Recognized student organizations have priority for 3pm – 11 pm Monday-Friday during the Academic Year except during Spring Break. Events scheduled via the Major Event Calendar may take precedence in the larger meeting rooms.
- 2nd Faculty and staff University-related meetings on a space available basis, from 7 am – 3:00 pm Monday – Thursday, 7 am – 5 pm on Friday.
- 3rd External Organizations that meet University requirements for facilities use.
Note: Summer Conferences have priority use of Bryant Center Meeting and Dining Rooms from June – August except during Orientation.

Gulski Dining Room

The Gulski Dining Room and enclosed Gulski Conference Room are for faculty/staff use. Student usage is limited to those invited as guests by faculty/staff or as needed for students on summer or winter session meal plans.

Gulski Conference Room (the glass-enclosed, doored area of Gulski) must be reserved online via WebViewer for any and all events (meals, meetings, etc.). This area is available from 8:00 am - 7:00 p.m. Monday - Friday. (Closed for cleaning 2-3 pm)

Gulski Main Dining Area is available for casual and dining use from 7 am – 2 pm. It is then available for casual use (meetings, individual use, and small events) on a first come-first served, space available basis Monday – Friday from 3 - 7:00 p.m. An employee from Purchasing/Support Services Office will unlock the gate at 3 pm, DPS will lock the gate at 7:00 p.m. Facilities will clean tabletops, empty trash and monitor the restrooms after close. Sodexo’s cleaning crew will vacuum and wash the floor.

For larger events, such as University dinner/reception functions which involve catering, approval must be received from Sodexo and the space must be reserved online via WebViewer. Clean up is done by the caterer. Weekend use may be allowed by permission of Sodexo for meal functions catered by Sodexo.

It is the responsibility of the requestor of the event to place signage outside of Gulski noting that Gulski is CLOSED FOR PRIVATE EVENT with the date and time of the event listed (the R25 Event Summary might not be sufficient in this case). If signage is not present, it can be assumed that Gulski is available for casual use. It is the event requestor’s responsibility to remove the sign when the event is done.

GULSKI SCHEDULING POLICY SUMMARY:

Space:	Mon – Fri. 7 – 11:30 am	Mon – Fri. 11:30 am – 2 pm	Mon – Fri. 2-3 pm	Mon – Fri. 3-7 pm
Gulski Conference	Reserve for Meetings	Reserve for Meetings	Closed for Cleaning	Reserve for Meetings
Gulski	Casual faculty/staff use	Casual faculty/staff dining use	Closed for cleaning	Casual faculty/staff use unless reserved for a dinner or reception.

LARGE VENUES:

The following facilities are classified as Large Venues: **Bello Center**: Grand Hall, **Unistructure**: Janikies Auditorium, **Chace**: Multi-purpose Activities Center (MAC), **Bryant Center**: South Dining Room.

Grand Hall

The Grand Hall is a limited use facility. Permission from the President is required for use. Make sure the space is available and reserved BEFORE announcing the event to the public.

Scheduling:

- a) Students: Recognized Student Organizations must request the space via R25 Webviewer at least one month in advance of event date. Bryant staff member approving the event will generate a Grand Hall Request Form and submit it to the President's Office.
- b) Faculty and Staff: Determine space availability and request the space via R25 Webviewer at least one month in advance of event date. Complete a [Grand Hall Approval Request Form](#) and Grand Hall Setup Diagram. Both of these completed forms must be returned to University Scheduling at least one month before the event. Please note that reservation times are determined by the type of event. Approved events are scheduled for event time plus set-up (minimum 2 hours) and tear-down (minimum 1 hour) time determined by facilities management.
- c) External Organizations: Contact the Office of Conferences & Special Events at 401-232-6921.

Priorities:

- a) Events approved via the Major Event Calendar process have first priority.
- b) Events approved by the President.

Policies:

- a) For major events, it is the responsibility of the requesting individual, group, or department to provide set up instructions (including diagrams) to University Scheduling, Facilities, and AV *at least 3 weeks in advance of the event*.
- b) For Grand Hall events, the requestor should physically view the space in order to be able to provide appropriate set up instructions (for example, which way chairs are to be placed).
- c) The Grand Hall is a popular location for large events. Therefore, unconfirmed tentative reservations for the Grand Hall *expire fourteen days* after the request has been submitted.

Janikies Auditorium (Unistraud)

How to Schedule:

- a) Students: Recognized Student Organizations must request the space via R25 Webviewer
- b) Faculty/Staff: through R25 Webviewer

- c) External Organizations: contact the Office of Conferences and Special Events at 401-232-6921

The Auditorium may be reserved one semester in advance. Exception: Events approved via the Major Events Calendar and external events that take place during Winter or Spring Break may be scheduled one year in advance.

Student Organization Theatrical/Musical Productions may request dates one year in advance, however dates may not be confirmed until the University's Major Event Calendar is approved. Dress rehearsals, also known as tech week, may be scheduled for five days prior to production dates. Sets may be installed no more than 5 days prior to the production dates and must be removed and properly disposed of no more than 36 hours after the final production.

Rehearsals:

Non-dress rehearsals may be scheduled from 7 PM – 12midnight on Mondays and Tuesdays. Non-dress rehearsals may be “bumped” by the scheduling office for University events requiring Janikies that have no alternative dates/times. Every effort for a one week notice shall be given if dates will be “bumped.” Wednesday – Friday evenings from 7-12 pm may be used for rehearsal on a space available basis; however, it may not be reserved in R25.

Dress Rehearsals:

Dress rehearsals, also known as “tech week” may be scheduled 5 days prior to the first performance date. Sets may be built and erected on stage during this time. Janikies can be reserved 4 pm – midnight Mon – Fri. during tech week.

Academic Block-out dates: During final exams and from 4-6 pm (Monday – Thursday) one week prior to mid-terms or finals.

Priorities:

- a) Events approved via the Major Event Calendar process have first priority except during Academic Block Out Dates
- b) Institutionally funded events which enhance the mission of the University and development of the whole student.
- c) Meetings and institutionally funded events which support the community life of the institution
- d) External events that meet University requirements for facilities use

Note: Summer Conferences have priority use of Janikies Auditorium from June – August except during Orientation

Room 279 may be used as a dressing room. Please request usage with the request for Janikies. Dressing room must be cleaned out within 24 hours of the final performance. The backstage hallway must be kept clear at all times. Room 279 should not be booked as a “musician’s warm-up room” prior to 5 pm on Monday – Thursday as classes are in session in adjoining rooms.

Audiovisual technician: Events requiring use of the sound, light or projection systems must have an audiovisual technician present. Operation of built-in equipment by anyone other than an audiovisual technician is not allowed without express permission of the Director of Instructional Media. Please contact instructional media to arrange for an audiovisual technician. Lighting and sound board adjustments must be returned to their default settings.

Multipurpose Activities Center

Scheduling:

- a) Games and practices are scheduled by the Assistant Director of Athletics.
- b) Students: Recognized Student Organizations must request the space via R25 Webviewer
- c) Faculty and Staff: through R25 Webviewer. Check the “specific facility” box and choose the desired facility from the drop-down menu box.
- d) External Organizations: contact the Office of Conferences and Special Events at 401-232-6921. Requests for events occurring during the Academic Year will be referred to the Assistant Director of Athletics

Priorities:

1. Events approved via the Major Event Calendar process have first priority
2. Athletic teams and club sports for games and practices
3. Student Recreation/Events
4. External Organizations that meet University requirements for facilities use.

Note: Summer Conferences have priority use of The Gym and MAC from June mid-August except during Orientation.

Athletic Facilities:

The following facilities have been classified as athletic facilities: Gym, Bulldog Stadium, Football Field, Track, Sutton Fields, Intramural Fields, Softball Fields, Rugby Field, all Chase Athletic Complex Facilities except the Multi-purpose Athletic Center.

Scheduling:

- a) Games and practices are scheduled by the Assistant Director of Athletics
- b) Students: Recognized Student Organizations must request the space via R25 Webviewer
- c) Faculty and Staff: through R25 Webviewer. Check the “specific facility” box and choose the desired facility from the drop-down menu box.
- d) External Organizations: contact the Office of Conferences and Special Events at 401-232-6921. Requests for events occurring during the Academic Year will be referred to the Assistant Director of Athletics

Priorities:

- 1. Athletic teams and club sports for games and practices
- 2. Events approved via the Major Event Calendar process have first priority
- 3. Student Recreation/Events
- 4. External Organizations that meet University requirements for facilities use.

Note: Summer Conferences have priority use of The Gym and MAC from June mid-August except during Orientation.

Outdoor Areas:

The following locations have been classified as outdoor areas: Bryant Center Patio, Picnic Area Outside Salmanson, Hall 15 patio, Parking Lot.

If a tent is to be erected, contact the Bryant Grounds Department regarding underground sprinklers and gas lines and the Smithfield Fire Department (949-1330) for a tent inspection. Tent inspections are mandatory. The tent rental company must provide certificates of flame retardancy for all tents in advance.

How to Schedule:

- a.) Students: Recognized Student Organizations must request the space via R25 Webviewer
- b.) Faculty/Staff: through R25 Webviewer

Priorities:

- 1.) Events approved via the Major Event Calendar process have first priority
- 2.) Other events on a space-available basis