

## AUXILIARY SERVICES RENTAL POLICY MANUAL

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|-------------------------------|---------------------------------|
| Section: Reservation Policies | Adopted: Fall 2016              |
| Policy: Event Calendar        | Last Approved:                  |
| Detail: VI.A.                 | Last Reviewed: January 15, 2019 |

Nicholls State University allows students, faculty, staff, and outside affiliates access to view a Master Campus Calendar at [www.nicholls.edu/calendar](http://www.nicholls.edu/calendar). The Master Calendar can be sectioned into Academic, Athletic, Campus Events, and University Holidays & Closures. The Master Campus Calendar is accessible by [www.nicholls.edu/calendar](http://www.nicholls.edu/calendar).

To ensure an event is listed on the Master Campus Calendar customers must indicate on their respected reservation form that event is allowed to be posted on the calendar. Any questions regarding the Campus Events Calendar please inform the Office of Reservations.

### Annual Priority Deadlines:

Spring Events = September 15th    and    Fall Events = April 15th

Colonel Fest (Welcome Back), Homecoming, and Black History Month have deadlines set by the planning committees to be included in respective theme print media.

All event request forms must be submitted **at least two weeks prior** to the event. For events open to the public or those that involve more than 75 participants, forms should be submitted at least four weeks prior to the event. Request forms for major events or recurring meetings should be submitted six to 12 months in advance.

Certain events can also be viewed through the detailed calendar managed by the Office of Reservations at <http://reservations.nicholls.edu/emswebapp/BrowseEvents.aspx>. Many groups use this calendar to find an available date prior to contacting the Office of Reservations.

To ensure that campus events run smoothly and are well executed, the Office of Reservations as a part of the Student Union staff is available to guide you through the planning process – from selecting a date/time and reserving a campus facility to connecting you with university resources such as audio-visual equipment, catering services and decorative plants. This office also work closely with the Office of University Marketing and Communications to ensure that events for the campus or general public are promoted through the online university calendar, Inside e-newsletters, social media, the university marquee and other promotional avenues