Scheduling Protocols

Event Set-up & Tear-down

Due to the large number of events on campus, the amount of time between back to back events must be regulated to allow proper set-up and tear-down activities to take place between events. Regulated event set-up and tear-down time will ensure that spaces have been properly cleaned, tables and chairs have been safely removed or reset, catered food items prepared or removed, and/or stages set in place or removed.

Set-up & Tear-down Policies for Specific Spaces:
Requests from approved student groups or campus departments will be reviewed by the Scheduling Office and an appropriate amount of set-up and tear-down will be assigned to events with the following guidelines for specific spaces:

- Events in the KAV, Thompson Gym, Myer Susquehanna Room, Myer Swatara Room, Leffler Chapel, will automatically have 2 hours of set-up time and 2 hours of tear-down time added to the duration of the event.

Set-up & Tear-down Policies for Specific Resources:
Specific services that require significant set-up and tear-down time include:

- Events that require a Catered Event will automatically have 2 hours of set-up time and 2 hours of tear-down time added to the duration of the event. Additional catering set-up time may be requested by the Catering Manager.

- Events in spaces listed above that require Event Setups will automatically have 2 hours of set-up time and 2 hours of tear-down time added to the duration of the event. Additional set-up time may be requested by the Manager of SESP. Evening and weekend events may require additional set-up and tear-down time.

- Events that require Technical Operations assistance will automatically have 2 hours of set-up time and 2 hours of tear-down time added to the duration of the event. Additional Technical Operations set-up time may be requested by the Director of Technical Operations.

- If multiple services are required, set-up and tear-down time will be added together and the sum of these durations will be the full set-up and tear-down time reserved for the event.
Set-up & Tear-down Policies for Specific Events:
Specific events that occur on an annual basis that require significant set-up and tear-down time include:

- **Senior Week/Commencement Activities** – Spaces will be reserved up to 5 days prior to events and 48 hours after as required by specific event and space requirements.
- **Board of Trustee Meetings** – Spaces will be reserved 48 hours prior to Board meetings and 8 hours after the meeting.
- **Open House Events** – Non-academic spaces will be reserved 24 hours prior to Open House events and 4 hours after Open House. Academic spaces will be reserved from the end of classes on Friday through the start of the Open House event.
- **Homecoming Week Activities** – Spaces will be reserved up to 24 hours prior to events and 24 hours after as required by specific event and space requirements.
- **TGIS Events** - Spaces will be reserved up to 24 hours prior to events and 24 hours after as required by specific event and space requirements.

**Additional set-up and tear-down time may be requested by staff to ensure that set-up and tear-down activities can be safely completed prior to the start of another event.** Either Dave Dentler, VP for Administration or Joe Metro, Director of Facilities Management & Construction, must authorize an event request that overrides a set-up or tear-down space reservation. Additionally, costs resulting from overriding a set-up or tear-down reservation may be passed along to the department overriding the blocked space.