

Category: Operations

Division:

Department: Facilities

Policy Title: Facility Usage – GCCC Events

Policy Statement: Campus rooms are scheduled on a first come-first served basis with a priority given to student learning.

Procedures:

GCCC classroom reservations are made via Datatel line schedules. Line schedules are entered by building secretaries. The Datatel line schedule is rolled over into the Event Management System (EMS) after the start of the current semester.

Changes to classroom reservations after the Datatel line schedules have been rolled over into EMS must be entered into EMS manually. The form, "Notice of Schedule Revision," must be used to authorize room changes. Once the building secretary has entered the new room reservation into EMS, she signs off on the Notice of Schedule Revision form, thus ensuring that the correct room is reserved for that class. Division directors are responsible for ensuring that changes have been made in EMS (or other GCCC-designated scheduling tool).

Students, faculty and staff wishing to reserve campus facilities for meetings or GCCC functions need to contact their respective building secretary to make the reservations. If an event is cancelled, it must be cancelled in EMS as well.

It is expected that students, faculty and staff will reserve campus facilities accurately and only as needed. Facilities reserved in EMS (or other GCCC-designated scheduling tool) are the only reservations officially recognized by GCCC. In the event of a conflict, if an event has not been entered into EMS, the EMS-reserved event takes priority.

Special permissions are needed to use the following GCCC facilities. Contact the noted person to schedule these facilities. The responsible parties listed will ensure that these facilities are reserved via EMS or the current GCCC scheduling tool.

Athletic facilities – Athletic Director

Cafeteria – Director of Food Service

Fire tower – Fire Science Instructor

Corley Simulation Lab – Director of Nursing

Building Secretary Procedures for Scheduling Facilities

The intent of EMS (or other GCCC-designated scheduling tool) is to streamline the process of facilities scheduling. Therefore, the scheduling tool will be used to determine availability of all

facilities. If the scheduling tool does not indicate that a facility is reserved, the facility will be considered “available.”

1. Schedule GCCC events via EMS or other GCCC-designated scheduling tool.
2. Input line schedule into Datatel.
3. Make line schedule corrections in EMS after receiving “Notice of Schedule Revision” form.
4. Adhere to special permissions needed for facilities listed above. No other facilities require special permission. This includes computer labs and the auditorium.
5. Print and post room reservation cards weekly, or as needed.

Refer outside entities wishing to reserve facilities to the President’s Receptionist at 620-276-0357.

Contacts: President’s Office

Approved Date: 9/1/2016

Policy History: Click here to enter text.

Keywords: facility, room, rental, usage

Related Form: Click here to enter text.