Facilities & Resources Usage Policies

Scheduling & Event Services
- Any event must be scheduled through the Scheduling and Event Services office using the Event Management System (EMS).
- All events must be scheduled at least 2 business days in advance.
- Scheduling and Event Services will coordinate resource needs with the following providers: Facilities, Class Tech, OSIL, and Campus Safety. SES works with Catering in coordination of events; however any catering or linen needs must be taken care of directly with Catering.
- Events requesting last minute (after 12 PM on the prior business day or later) resources (Catering, Furniture, Other Equipment, A/V, etc.) cannot be guaranteed. SES will contact the appropriate resource provider to evaluate whether the resource(s) can be provided.
- Departmental events requesting the presence of alcohol must be cleared through the SES office. Please submit this form http://www.rollins.edu/ses/documents/alcohol_policy_feb_2012_distributed.pdf to Sudie Eisenbarth.

Facilities Management

Transport
- Any changes to a furniture or equipment request or setup type must be cleared through Scheduling & Event Services.
- No furniture is allowed to be taken off-campus.

Grounds
- All events requesting the use of an outside lawn must be cleared through the Grounds department. Scheduling and Event Services will coordinate a walk-through with Laura Coar if necessary.
- The preferred vendor for tents on campus is Kirby Tent Rental. Please discuss your tent needs with Megan Joyner at least 6 weeks prior to the event. All tents must be cleared through the Fire Marshall of Winter Park, and that process may take up to 4 weeks.
- No staking of any kind may take place on campus.
- Flyers must only be hung in designated areas on campus (corkboards). Signs may not be taped to buildings or lampposts. Signs may be hung from trees immediately preceding an event using string only.
- Orange fencing may be provided for an event. Please coordinate fencing drop-off and setup during Facilities office hours (weekdays 7 AM to 3 PM).

Maintenance
- Staging will be setup by Maintenance during regular Facilities office hours (weekdays 7 AM to 3 PM). Setup outside of those hours may incur an overtime fee.
- Please reserve the 120 AMP power board through SES. Maintenance does not provide extension cords for events.

Campus Safety
- A Campus Safety officer must be scheduled for any after-hours event in the Cornell Fine Arts Museum for an hourly fee. Please request any officer needs at least 2 weeks prior to the event.
- One 6-seater “people mover” golf cart is available on campus. All requests for this cart should be inquired through SES. The driver must be licensed and take a cart-specific driving tutorial with Campus Safety.
- Parking reservations must be made through Scheduling and Event Services. SES will coordinate the request with Campus Safety and will be added to EMS.
- Event-related parking closures or reservations will be announced from SES prior to the event date to Faculty & Staff.
• Large events planned in the Alfond Sports Center will need to be checked by the Winter Park Fire Marshall's office. Events include Graduation, Convocation, Starry Starry Night, Ying Science Expo, Winter Park Institute speakers & performances, etc.

• No candles or flames are permitted for indoor events, unless given specific permission through the Campus Safety office. Torches and candles are permitted for outdoor events. Torches must be secured properly so they do not fall over, and kept clear of flammables, such as plants, trees, and dry grass.