

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 (SES) will coordinate resource needs with the following providers: Facilities, Information Technology, 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.
- Last minute (*after 12 PM on the prior business day or later*) event requests are never guaranteed.

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 to non-Rollins buildings or private residences.

Grounds

- All events requesting the use of an outside space or lawn must be cleared through the Grounds department. Scheduling and Event Services will coordinate a walk-through with the Grounds Manager if necessary.
- The preferred vendor for tents on campus is Kirby Tent Rental. Please discuss your tent needs with a Scheduling & Event Services staff member 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 with the exception of approved yard signage. Yard signs along Fairbanks Avenue (non-Rollins property) must be removed after 24 hours.
- Flyers must only be hung in designated areas on campus (corkboards). Signs may not be taped to buildings or lampposts.
- 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

- Any equipment provided by Maintenance, including staging, carpeting, power/electrical hook-ups, etc. 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 for outside events requiring power.
- Maintenance does not provide extension cords for events. They can provide a limited number of cable covers to prevent tripping hazards.

Campus Safety

- A security 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 check through Human Resources.
- Parking reservations must be made through Scheduling and Event Services. SES will coordinate the request with Campus Safety and the request will be added to EMS. Parking reservation requests can never be guaranteed.
- Event-related parking closures or reservations will be announced one business day prior via a campus wide email from the Faculty or Staff member overseeing the event.

- Large events planned in the Alford Sports Center will need to be checked by the Winter Park Fire Marshall's office (will be arranged through Campus Safety). Events include Graduation, Convocation, Rollins Winter Park Institute speakers & performances, etc.
- No candles or flames are permitted for indoor or outdoor events.