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## Facilities Management Event Scheduling Procedures

CWU Facilities Management is governed by [CWUP 2-50-040](#) and [CWUR 7-30-080](#).

### Room reservation procedures:

Academic facilities shall be scheduled in one of the following two ways: (CWUR 7-30-080, Section 2, Subsection A, Sub subsection 1, Paragraphs a. and b.)

- a. *"The Registrar's office (Academic Scheduling) is responsible for coordinating the scheduling for academic courses and other related academic events [R-Type events]."*
- b. *The Student Union Operations office (Scheduling Services) is responsible for coordinating and scheduling all non-academic events. A department chair or department head who arranges a speaker or special event that is open to the general public is required to schedule space through Scheduling Services<sup>1</sup> [SC-Type events]."*

Using the above procedures ensures:

- Suitable scheduling of Facilities Management staff.
- The safety and security of the building, equipment, and people (see CWUR 7-30-080, Section 6 for clarification).
- Sufficient liability coverage. (The event point of contact assumes responsibility of the building when it is unlocked, or only the rented space when the building is locked. Equipment and/or structural damages will be the responsibility of the point of contact. In the case of multiple events occupying one location, all parties will assume equal responsibility for the building.)
- All areas are clean and ready for the next event.

### Locking / Unlocking procedures:

- Buildings and rooms will be unlocked/locked by the Facilities Management Department (FMD) for SC-Type events based on reservation times scheduled in 25Live.
- Scheduling Center will generate a work order for events taking place outside regular building hours or are open to the public that have a signed building use agreement.
- If the room is not unlocked for your scheduled event, please follow the list in sequential order:
  1. Call FMD at 963-3000 and tell them you have a 25Live scheduled event or you have a work order (ID and/or room reservations may be required);
  2. Call Campus Police at 963-2959 during business hours to unlock the room;
  3. Ask department secretaries, chairs or coordinators to allow you in.

### Facilities Management Department

400 E University Way • Ellensburg WA 98926-7523 • Office: 509-963-3000 • Fax: 509-963-1015  
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### Other Important Reminders:

❖ *Prepare in advance:*

Please submit your event request to the Scheduling Center *14 days in advance* to ensure your request is executed. Facilities Management does not guarantee service for scheduling requests made less than 5 days in advance. (CWUR 7-30-080, Section 2, Subsection E)

Cancellation of work orders requires a minimum of two business days' notice. Any work fees generated prior to cancellation will be charged.

❖ *Room setup:*

Users of the space will not perform work outlined by WA state OFM job class specifications as contracted under the CWU WFSE Collective Bargaining Agreement. Such work performed by users of the space would be considered a violation and subject to grievance and/or arbitration fees. For example, moving state-owned furniture is contracted to a CWU Utility Worker's job classification. If a small and light furniture item can be moved safely and without damaging state property, such as moving a chair with wheels, users of the space may do so if they return the room to its original setup. (For more details please refer to <https://www.cwu.edu/hr/labor-relations>.) Extra charges will be incurred for damages to any state property and/or building structure from moving furniture.

❖ *Private gain users:*

Keys are issued to those having a clearly defined need as determined by the authorizing agent and not to be used for personal gain. Employees who want to utilize university space, equipment, or services for personal reasons will complete a rental agreement and be responsible the same as other external entities ([CWUR 7-30-110](#); [CWUR 7-30-080](#); [RCW 42.52.070](#)).

<sup>1</sup>This also includes authorized schedulers for any other University affiliated program or off-campus entities.

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