



Policies and Procedures Manual

Title: Hogan Center - Room Scheduling and Use Policy
Policy Administrator: Director of Conference Services and Hogan Center
Effective Date: Jan-04-2010
Approved by: Director of Auxiliary Services

Purpose:

This document is intended to inform the College community and outside, private clients of the policies regarding requesting space in the Hogan Campus Center.

Policy:

1.0 Use of Space by the College Community

College departments and recognized student organizations can schedule space in the Hogan Campus Center for campus meetings, lectures and catered events without paying a facilities charge.

1.1 Student Organization Requests

All requests by student organizations must be processed through the Student Programs and Involvement Office. Student Programs will then process all approved events directly with Conference Services Office prior to Conference Services assigning space or in any way processing the event.

2.0 Use of Space by Outside Organizations

Organizations from outside the College can use space in the Hogan Campus Center for a fee. These organizations must also adhere to all other policies (i.e. [Insurance Policy](#), [Meeting Room Access and Times Policy](#), [Deposit and Payment Policy](#), [Food and Beverage Policy](#) and [Public Safety Policy](#)).

2.1 Fee Waiver

Requests to waive certain fees can be made with the Director of Conference Services at (508) 793-2615 if there is evidence that a College department is hosting the event.

3.0 Space Assignment

Space is assigned by the Conference Services Office on a first come, first served basis so as to maximize the use of the Hogan Campus Center for all clients. The Conference Services Office will take into account specific space requests but reserves the right to assign a more appropriate space.

3.1 Master Calendar

The College uses the R25 Master Calendar system as its campus wide web based application for scheduling rooms. Any staff member can have an R25 account by contacting the Conference Services Office at (508) 793-2615 to obtain a username and profile. Training on the system is available through the ITS/Training Department at (508) 793-3867.

4.0 Space Restrictions

The Student Programs and Involvement Office has the right of first refusal on the Ballroom space on Friday and Saturday evenings during the academic year. All requests for this space will be coordinated with the Student Programs and Involvement Office before they can be processed.

5.0 Food and Beverage

All food and other refreshments to be consumed in the Hogan Campus Center must be ordered from and served by Hogan Dining Services. (Please see Food and Beverage Policy-Conference Services.)

Forms:

Title
Title

Related Information:

Title: Food and Beverage Policy-Conference Services
Title: Insurance Policy
Title: Meeting Rooms Access and Times Policy
Title: Deposit and Payment Policy
Title: Public Safety Policy

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