

Approved By: President

Date Approved: October 21, 2014

1. **Summary:** This policy establishes the requirements for submission and approval of all campus event requests.
2. **Rationale:** This policy is necessary to ensure that events hosted on the college's campus are aligned with the college's mission.
3. **Entities Affected:** This policy applies to all faculty, staff, students, and other constituents who submit requests for events to be held on the Criswell College campus.
4. **Definitions:**

Institutional Calendar Coordinator: an employee designated by the College to receive, process, and obtain administrative approval for all campus event requests.
5. **Policy:**
 - Criswell College campus facilities shall only be used for purposes that further the College's mission and are consistent with the College's values as articulated in its mission statement, Articles of Faith, and policies. Events or sponsors of events that are deemed by College administrators to represent or support values inconsistent with the College's values shall not be allowed to use campus facilities.
 - Use of the College's campus facilities may also be denied at the discretion of the College administrators.
 - College administrators reserve the right to cancel a scheduled event at any time due to an unforeseen scheduling conflict.
 - All campus event requests must be made by Criswell College employees and submitted according to the procedure established and maintained by the College's Institutional Calendar Coordinator. The Criswell College employee who submits an event request on behalf of an outside constituent shall function as the College's liaison for that event.
6. **Procedure:**
 - a. **Implementation:** A procedure for the processing of campus event requests shall be maintained by the College's Institutional Calendar Coordinator.
 - b. **Responsibility for Compliance:** Chief Business Officer
 - c. **Notification:** This policy will be posted on the College's website.

For the Office of Institutional Effectiveness and Research only:

Policy version: 1.0

Policy number: 2.042

Related policies:

Policy History

Version 1.0

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