



# Administrative Policy

## Campus Events

**Approved By:** President

**Date Approved:** October 21, 2014

**Effective Date:** 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:** faculty, staff, students, other constituents who submit requests for events to be held on the Criswell College campus
4. **Definitions:**  
*Director of Hospitality & Events:* an employee designated by the College to receive, process, and obtain administrative approval for all campus event requests
5. **Policy:**
  - a. 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.
  - b. Use of the College's campus facilities may also be denied at the discretion of the Director of Hospitality & Events and the College administrators.
  - c. College administrators reserve the right to cancel an event at any time due to an unforeseen scheduling conflict.
  - d. All campus event requests must be made by Criswell College employees and submitted according to the procedure established and maintained by the College's Director of Campus Hospitality & Events. Any Criswell College employees who are asked by an outside organization to use the facilities will direct the contact to email or call the Director of Hospitality & Events.
6. **Procedure:**
  - a. **Implementation:** A procedure for the processing of campus event requests shall be maintained by the Director of Hospitality & Events.
  - b. **Responsibility for Compliance:** Chief Financial Officer
  - c. **Notification:** This policy will be posted on the College's website.
  - d. **Policy Review:** This policy will be regularly reviewed according to the College's policy review procedure.

For the Office of the President only:

Policy version: 1.0	Policy number: 2.042
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Related policies:
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#### Policy History

Version 1.0	October 21, 2014
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