



Overview of Scheduling Policies

This policy applies to spaces scheduled through the Central Scheduling Office. The Central Scheduling Office reserves the Muenster University Center (MUC), Farber Hall, Aalfs Auditorium, and various meeting and event spaces on campus.

Students, faculty, and staff may request to reserve meeting rooms and classrooms by going to rooms.usd.edu. Click the link to “Make a Reservation” and follow the prompt to log into 25Live, the USD event scheduling software. The first time you log in, your account will take about 45 minutes to give you full access to create an event. After the first time, you will be able to click either “Create an Event” or “Event Form” to access the form to submit a room reservation.

Non-USD-affiliated persons and groups will need to reach out to the Central Scheduling Office at (605) 658- or scheduling@usd.edu to request to reserve event and meeting rooms.

Any issues or questions about this process can be directed to scheduling@usd.edu or (605) 658-6231.

Meeting Room Scheduling Policies

1. Introduction

- a. The Central Scheduling Office reserves many events, meeting, and conference rooms on campus. Questions about reserving rooms should be directed to the scheduler for that location:
 - i. Central Scheduling Spaces – scheduling@usd.edu
 - i. All MUC Spaces, MUC Ballroom, Farber Hall, Aalfs Auditorium, Danforth Chapel, and other various conference rooms and locations.
 - ii. Classrooms and lecture Hall Spaces – classrooms@usd.edu
 - iii. Athletics Spaces – Cameron Wilson, cameron.wilson@usd.edu (605-677-8840)
 - iv. USD Outdoor Spaces – Facilities Management, fmwrkctr@usd.edu, (605)-658-6100
 - v. Al Neuharth Freedom Forum – Samantha.nelson@usd.edu, (605)-677-5847
 - vi. Med School Vermillion spaces - LeeMedEvents@usd.edu
 - vii. Events in Med School Sioux Falls spaces - SFMedrooms@usd.edu
 - viii. Library Rooms - libraryrooms@usd.edu

2. Reservations

a. General

- i. All room/event reservation requests must be received at least 72 hours prior to the event (consistent with *BoR 6:13(3)(D)(3)*) and completed during regular working hours Monday through Friday 8 a.m. to 5 p.m. Central.
- ii. Room/event reservations can be made one full year in advance of the date of the event.
- iii. Reservations for space shall be made on a first-come, first-served basis. Groups shall have the right to request their room preference. These will be honored according to space requirements.



- iv. Please note that the costs associated with each room is listed on the Facility Use Daily Fee Schedule. A deposit of 50% if the cost is due upon reserving a space. Spaces must be paid in full before access is granted.
- v. If parties are found responsible for damages to the building, equipment, or furnishings, they will be listed the amount to repair item to its original state.

b. USD Affiliates

- i. Events submitted by the University of South Dakota President's Office will receive priority over all other Central Scheduling reservations.
- ii. Recognized USD student organizations and university departments shall have priority on space on the campus of the University of South Dakota prior to an external event being confirmed.
- iii. USD-affiliated persons and groups requesting the use of The University of South Dakota must complete the online reservation form at <http://rooms.usd.edu>. The form must be completely filled out for the request to be processed and confirmed. Any form submitted without the complete information will be returned to individual making the room reservation request, delaying your event reservation request.
- iv. If parties are found responsible for damages to the building, equipment, or furnishings, they will be listed the amount to repair item to its original state.

c. Non-USD Affiliates

- i. Private parties may request permission to use institutional facilities or grounds for meetings or events that will not interfere with the use of the facilities by the institution or institutionally affiliated organizations. (*BoR 6:13(3)(1)*)
- ii. Organizations, departments, and individuals having more than 50% of their attendees be non-USD affiliates will be considered a Tier 2 External Reservations and must reach out to the Central Scheduling Office to make their reservations.
- iii. For-profits or non-profit groups not associated with the University or an individual wishing to reserve a space for private-use or a USD affiliate reserving the space for private-use will be considered Tier 3 External Reservations.
- iv. Non-USD-affiliated persons and groups will need to reach out to the Central Scheduling Office at _____ or scheduling@usd.edu to request to reserve event and meeting rooms.

3. Room Reservation Changes

- a. Room reservation assignments may be changed under any of the following conditions:



- i. In the event a small group has been assigned to a space large enough to accommodate, and needed by, a larger group.
 - ii. In the event food service is needed and the assigned room cannot accommodate the required food services.
 - iii. Changes in reservations (made by the Central Scheduling Office) shall not be made within 24 hours of a group's meeting time, and then only if other suitable space is available for the group being asked to move.
 - iv. In the case of an emergency in the building (pipe burst, AC breaks, ect), Central Scheduling will do their best to find a suitable room alternative.
- b. Layouts in the MUC Ballroom may be adjusted due to staffing and facilities issues. The staff in the MUC will substitute a similar layout to allow for the event to move forward uninterrupted.

4. Damages and Charges

- a. The Events that require additional housekeeping and clean-up will be charged by Facilities.
- b. Set-up for events outside the MUC will need to be coordinated by the Event Organizer Setup. They should start by reaching out to the Room Scheduler about the default set-up for the space, but may need to place a work order with Facilities Management as well. Fees may be charged to groups who have a function requiring setup or for spaces outside the MUC by Facilities Management.
- c. Any rooms or furnishings that are damaged will be billed on a cost basis to the person or organization responsible for the room when the damage was caused. The reserving individual or organization must follow all building and campus guidelines regarding posting materials on the walls, tables, etc. Please check building policies prior to posting any materials or otherwise altering the building in any form or fashion.

1. Information Technology Services (ITS)

- i. Any night/early morning/weekend/holiday reservation requests that include ITS assistance must be made one (1) week prior to the start time of the event. Large events may require more than one (1) week notice. ITS will make every effort to accommodate requests made in shorter notice, but does not guarantee that staff will be available.
- ii. Reservation Requestors are responsible for communicating their reservation set-up needs to ITS staff prior to the event.
 1. It is the requestors responsibility to communicate needs with ITS Service Desk prior to the event taking place. ITS Staff may contact requestors as a courtesy to ask about technology needs. If ITS is not able to accommodate needs, then ITS will recommend a production company.
 2. Muenster University technology requests can be communicated to the Central Scheduling Office (scheduling@usd.edu) and they will communicate those needs with ITS.



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3. For Aalfs Auditorium, Farber Hall, and all locations outside of the MUC, requests for technology support are made through the ITS Service Desk (Please see contact information below).
4. Reservation requestors are responsible for reserving, picking up, and returning technology that is not included as part of the room reservation. Not all rooms include computers, laptops may be reserved for use through the ITS Service Desk.
5. ITS Staff provides support for Aalfs Auditorium events. Requests for assistance with lighting, sound, and projection are made through the ITS Service Desk.

For questions, please contact the ITS Service Desk

- a. ID Weeks 104
- b. (servicedesk@usd.edu)
- c. 605-658-6000

5. Food Service

- a. The University of South Dakota has an exclusive catering contract with Sodexo Campus Catering. Any event/meeting on the campus of the University of South Dakota that will require any food must be catered through Campus Catering. Off campus catering requests must be submitted to Sodexo for approval. You can contact Campus Catering at usdcatering.usa@sodexo.com.
- b. It is the reservation requestors responsibility to arrange catering with Sodexo Campus Catering and contact them regarding meal-counts and menu updates. Central Scheduling is not involved in this process.
- c. Alcohol Requests must be made through Sodexo Catering and must be submitted to the President's Office (president@usd.edu) for final approval. Your approval from the President's Office must be forwarded to Central Scheduling (scheduling@usd.edu).
- d. Central Scheduling will not provide linens for events. Linens can be ordered through Campus Catering or rented from external vendors. Central Scheduling is not involved in this process.
- e. It is the requestor's responsibility to request their catering set-up needs through the Central Scheduling Office (ie. Catering tables)

6. Grounds/Facilities Management Needs

- a. MUC Reservations
 - i. Grounds and Facilities Management needs must be communicated to the Central Scheduling Office office at least one week in advance of the start of the room reservation.
 1. Please contact the Central Scheduling Office (scheduling@usd.edu) rather than directly with Grounds, FM, or UPD so that we can arrange delivery and pickup times and communicate with all departments.



2 A university department index or account number will be requested if the desired service will incur charges.

3 Examples of these needs include: 8' tables (exceeding the amount available in the MUC), extra garbage bins, additional power needs, or additional staging (exceeding amount available in the MUC).

b. It is the Requestors responsibility to request Facilities Set-up from FM for all locations outside the MUC through the Facilities Management Work Center (fmwrkctr@usd.edu)

7. Building Hours

a. Muenster University Center

i The MUC hours are set by the Director of the MUC in coordination with the Dean of Students Office. MUC Hours are subject to change due to the University Schedule, however the typical MUC Hours are as follows:

1 MUC Hours

a Weekdays: 7am – 12am

b Weekends: 10am – 12am

2 MUC Summer Hours

a Weekdays: 7am – 7pm

b Weekends: 10am – 7pm

ii An early open or late close can be arranged with the Central Scheduling Office. The hourly fee for an early open can be found on the Facility Use Daily Fee Schedule.

b. Other buildings and room unlock times can be arranged with the University Police Department (UPD) (pubsafe@usd.edu). Please call UPD if the building you need is not unlocked upon arrival (605) 677-5342.

8. Parking

a. It is the requestors responsibility to arrange parking for their event attendees prior to the event. Parking can be arranged through the University Police Department (UPD) (pubsafe@usd.edu or (605) 677-5342)

9. Appeals

a. In the instance of an event request denial, private parties have the right to appeal the denial by filing a signed, written appeal to Kim Grieve, Vice President of Student Services/Dean of Students (deanofstudents@usd.edu, 605-658-3555, or MUC 218).

b. The completed written appeal must be received within five (5) working days after the denial was communicated, transmitted, or deposited in the mail.

c. The institution will respond to such appeals within two (2) working days after receipt by the institution.



10. MUC Pit Lounge

- a. Groups requesting use of the MUC Pit Lounge for display purposes may be allowed to reserve the facility on the condition that the lounge furniture remains in the lounge for student use. Default display time allowed will be seven (7) days. Requests for a longer display period should be made in writing to the Central Scheduling office at scheduling@usd.edu.
- b. The Pit Lounge can be rearranged at your discretion; however, lounge furniture MUST remain in the Pit Lounge and cannot be removed. Please return the Pit Lounge to a use-able set-up after the completion of your event.
- c. The MUC Pit Lounge is a Public Location in the MUC. Access to this area cannot be restricted due to an event.

11. MUC Conference Rooms

- a. All MUC Conference Rooms will be set to a hollow square or conference table. Requestors can change it at their discretion but must return it to a hollow square.
- b. Events submitted by the Admissions and the Office of the President may submit special requests for room set-up to Central Scheduling (scheduling@usd.edu) at least 7 days prior to their event.

12. MUC Ballroom

- a. MUC Ballroom requests will not be approved without layout information submitted to the Central Scheduling Office.
- b. Changes or additions to your layout or set-up requests must be submitted one week in advance.
- c. Central Scheduling maintains the right for slight changes to your reservation and layout in case of emergency. Central Scheduling and Facilities Management will do what is in their power to find suitable alternatives. (I.e. Projector breaking, missing equipment, staffing shortage)
- d. Central Scheduling will add a buffer to each Ballroom Reservation to ensure that there is time for Facilities to set the room for each event.

13. Aalfs Auditorium

- a. Groups reserving Aalfs Auditorium are responsible for requesting facility set-up from the Facility Work Center (fmwrkctr@usd.edu), IT Set-up from the Service Desk (servicedesk@usd.edu), and Building Unlock times from UPD (pubsafe@usd.edu). Requests should be made at least 7 days prior to the event, however these departments will determine the advanced notice that they require in the case of large requests.
- b. The USD College of Fine Arts and Department of Music can submit reservations for events in Aalfs Auditorium, during the academic year, for the next full academic year. Summer events can only be reserved one full year in advance.



14. Decorations

- a. Groups must follow all USD policies and have decoration requests submitted 7 days prior to the Director of the Muenster University Center for approval by Student Services and Facilities.
- b. Tape and Glue will not be used on the MUC Walls in any circumstance.
- c. All Decorations including materials used to hang decorations must be removed at the end of the event.
- d. If parties do not clean up all decorations or cause damage to the building, equipment, or furnishings, they will be charged the cost of clean-up and to repair the MUC to its original state.

15. Contact Information

- a. Event Planning and Scheduling
 - i. MUC 130
 - ii. scheduling@usd.edu
 - iii. (605) 658-6231
- b. ITS Help Desk
 - i. ID Weeks 104
 - i. (servicedesk@usd.edu)
 - ii. 605-658-6000
- c. Campus Catering
 - i. Patterson Hall / MUC Kitchens
 - ii. usdcatering.usa@sodexo.com
 - iii. 605-659-0340

16. Links

- a. SDBOR Facilities Use by Private Parties Policy [6-13 Policy.pdf \(sdbor.edu\)](#)
- b. USD Room Reservations website <http://rooms.usd.edu>
- c. Event Planning and Scheduling [Event Planning & Scheduling | University of South Dakota \(usd.edu\)](#)