

# D'Youville

## Event Policies

In an effort to better coordinate resources and to avoid scheduling conflicts the college is instituting a policy that pertains to all activities and events that are held on or off campus.

All events, **be they on or off campus**, are to be registered through Debbie Owens, Director of the College Center and Coordinator of Event Services. Registration should take place as far in advance as possible, with the minimum amount of lead time being 2 weeks.

Once the event is registered Debbie will review the college calendar **and determine if the event is approved or not approved**. In the event of non approval every effort will be taken to work with the event sponsors to determine a more appropriate date for the event. All approved events will be listed on the college calendar, located on the college website.

For off campus events it is vitally important to not make any contractual commitments until you are assured that the event is approved.

With the college's recent growth and expansion it has become a necessity to better coordinate all activities and to minimize conflicts to improve the chances for success for each event. Thank you for your cooperation on this matter.