

College Cabin Usage Guidelines

PURPOSE

The primary purpose of the college cabin is to provide a venue for student and other college related activities. A secondary purpose is to generate revenue for the Goshen College operating fund during off-peak use times.

OBSERVATIONS AND HISTORY

The academic year is obviously the peak time for student use. Based on past usage summaries, the following observations have been made:

- ✚ Heaviest months for student use are October, November, April and May.
- ✚ Those months have ranged between 9-11 uses per month.
- ✚ The majority of this use happens in the evening hours.
- ✚ Reservations are generally not made with much lead time for student groups.
- ✚ Outside groups were discouraged from using the facility, by virtue of the reservation policy that allowed an outside group to security the facility only 3 days prior to their event.

With 9-11 student uses per month, that leaves quite a bit of down time in the cabin. So it seems appropriate to consider this space for additional marketing and revenue generation without compromising the current use.

The summer months are times when weddings and family reunions are held at the college cabin. However, this activity is also not at a high usage level—perhaps 4-6 events per summer. These events could be reserved well in advance.

In the past all the reservations have been managed through Student Life. Student Life in turn has contacted security and physical plant about the use of the building.

During the past two years, the Office of Conferences and Events (OCE) was created to work with all outside groups coming to campus. This has allowed better coordination with our outside clients regarding additional services that might be needed for their event—tables, chairs, AV equipment, etc. If we increase the use of the college cabin for outside clients, we need to consider the increased need for this coordination.

RESERVATION POLICIES AND PROCEDURES

Academic Year Reservations – On campus groups (students and/or Faculty and Staff for GC purposes)

- ✚ Reservations are made through the Student Life Office. Student Life notifies Physical Plant and Security. Reservations are also kept on Oracle Calendar, allowing for a shared reservation system. This allows other users to easily check the schedule.

- ✚ No restrictions on the reservations. They can be made as far in advance as necessary.
- ✚ Student Life will be responsible to inform users of Usage Expectations (to be revised).
- ✚ Keys will be checked out from the Student Life office.
- ✚ If additional coordination is needed, service departments may be contacted directly or the assistance of the Office of Conferences and Events may be requested.
- ✚ Notify students/clubs of calendar reservation system and encourage them to reserve their usage early in September each year.
- ✚ Usage will be free of charge.

Academic Year Reservations (not including Christmas break and summer break)– off campus and Faculty/Staff personal use

- ✚ Block reserve the week prior to the arrival of new students to campus up until the first day of classes each fall for on-campus usage.
- ✚ **Block reserve the week of commencement for Commencement related events (open houses, etc.) until April 1.**
- ✚ During the month of September, allow reservations 1 week in advance for the prime spots of evenings (after 5pm) and weekends (Fri-Sun). This will allow students/clubs an opportunity to get a prime spot on the calendar.
- ✚ From October 1 to the end of the school year, reservations can be made without restrictions. However, **great** caution should be practiced in making sure that appropriate time slots remain for student groups in the heaviest months of October, November, April and May. OCE Marketing efforts should focus on daytime use during the academic year.
- ✚ Reservations should be processed through the Office of Conferences and Events. OCE will notify physical plant and security.
- ✚ Keys will be checked out from the OCE.
- ✚ OCE will be responsible to inform users of Usage Expectations
- ✚ Charges will be based on the rate table established by the Facility Usage and Rental Committee.
- ✚ Reservations will be processed using Oracle Calendar.

Christmas Break and Summer months.

- ✚ No restrictions apply, except holidays observed by Goshen College.
- ✚ Reservations should be processed through the Office of Conferences and Events. OCE will notify physical plant and security.
- ✚ Keys will be checked out from the OCE.
- ✚ OCE will be responsible to inform users of Usage Expectations
- ✚ Charges will be based on the rate table established by the Facility Usage and Rental Committee.
- ✚ Reservations will be processed using Oracle Calendar.

ADDITIONAL NOTES

- ✚ Key communications in the reservation system will be between Shirley Shriner and the Office of Conferences and Events (Sue Plank and Marilyn Bayak).
- ✚ This system was reviewed by OCE and Student Life in May 2005 and it was determined to be effective—having been in effect for one school year.
- ✚ RFC is managing the canoes. All reservations for canoes should go through there.