

Maggs PAC Facilities Usage Policy & Guidelines

Introduction

This Facilities Use Policy has been established to provide a clear understanding of the guidelines in use for the reservation of Maggs PAC and equipment by internal and external individuals and organizations. Any questions regarding this policy should be directed to the Maggs PAC Facility Management, Matt Nein, at (410) 543-6345 or manein@salisbury.edu

Purpose of the Facilities Use Policy

This Policy is designed to inform users on:

1. Scheduling Priority
2. Event Scheduling

All other event information can be found at the Office of Conference Planning and Facilities Reservation

Scheduling Priority

Scheduling priority for facility use must be given to all academic and student-related programs. These programs have a scheduling priority prior to any outside group or organization. With the number of programs operating out of Maggs PAC (Academics, Athletics, and Campus Recreation) a more detailed priority scheduling system has been created. Please note that all operating programs within Maggs PAC will have scheduling rights prior to any other student-related program or outside organization.

1. Academic class will have first priority for scheduling and be complete by 3pm. The registrar's office will have complete control of the scheduling of classes prior to any other program confirmed reservation.
2. Athletics will be given second priority in scheduling of games and practices. Game and practice schedules must be provided to the Facility Management office as soon as they have been finalized. The Facility Management requests a two (2) week notice of any event change; however circumstances may arise where this may not be possible.
3. Campus Recreation will be given priority after both Academics and Athletics. The Campus Recreation Department will have the opportunity to schedule Intramural Events, Sport Club Games, Sport Club Practices, Group Fitness Activities, and Open Recreation in that order. The Facility Management requests a two (2) week notice of any event change; however circumstances may arise where this may not be possible.

4. Student-Related Clubs & Programs. Once the operating programs have scheduled their activities, priority will be given to any student-related club or program on a first come first serve basis once getting RSO Approval. Please note that we must keep space available for Open Recreation time and could impact your reservation request.
5. Outside Organizations. Approval of outside organizations must be certified by the Facilities Reservation Office. Once certified by this office, these events will be scheduled and locked into the facility.

Event Scheduling

1. Reservations within Maggs PAC and/or the use of Maggs PAC equipment must complete the necessary online request information at <http://www.salisbury.edu/reserve/>.
 - a. For Registered Student Organizations, Student Activities must first approve the request prior to it being received by the Maggs Facilities Management Office. At this time the event is still not confirmed. Once an approved RSO designation occurs, a confirmation on the event will be sent informing groups of their event status.
2. Maggs PAC requires that all reservations must be submitted and approved two (2) weeks prior to the event date.
3. All events require a Faculty/Staff/Advisor to be in attendance during the entire duration of the event.
4. Event time during the week has a max of 2 hours. On weekends, event times may not exceed 4 hours. All inquires related to this must be approved by the Recreational Facility Management office.
5. Operating programs within the facility are scheduled by the Facility Management Office and do not have to submit an online request.
 - a. See Scheduling Priority Above
6. Programs looking to operate outside of normal business hours will be subject to a fee if staffing is available.
7. The Facility Management Office possesses the right to deny, cancel, or postpone events due to facility designated program conflicts.