

Campus Master Calendar Process

To reserve a space for a meeting, event or function, you must go through the individuals listed below. A space is NOT reserved by putting it on your departmental webpage. The “Upcoming Events” tab on the website only serves to inform the public. Please have the space reserved through the proper channels prior to placing on your departmental webpage.

Following is the procedure to reserve a space on campus:

- All events, activities, meetings and facilities must be scheduled through a member of the SC Calendar Council.
- It is critical that your events are scheduled on the calendar so that we can avoid conflicting events and overbooking facilities.
- Call or email the person listed below who is in charge of the desired location to book your event. Student Foundation events and activities must first be approved by the Director of Campus Life and a copy of the form should be presented to the Calendar Council member booking the event to the calendar. Contacting the Calendar Council member prior to completing the form is suggested.
- Should you cancel an event or no longer need a reserved space, please notify the person you worked with so they can remove the reservation from the calendar.
- Timely reservations help us coordinate with security and plant operations.

Council Members in charge of scheduling and reserving the following facilities are:

Beech Science Center	Shelley Isham	(Ext. 6339)
Mossman Building	Pam Olney	(Ext. 6367)
Darbeth Fine Arts Building	Rose Hanna	(Ext. 6272)
Messenger Recital Hall	Rose Hanna	(Ext. 6272)
Jantz Stadium*	Jeanice Lowry	(Ext. 6218)
Stewart Field House*	Jeanice Lowry	(Ext. 6218)
White P.E. Building*	Jeanice Lowry	(Ext. 6218)
Kibbe Conference Room	Skye Browning	(Ext. 6223)
Christy 20 Conference Room	Jessica Falk	(Ext. 6141)
Pounds Lounge	Jessica Falk	(Ext. 6141)
Prokesh Side Dining Room	Jessica Falk	(Ext. 6141)
Richardson (RPAC)	Jessica Falk	(Ext. 6141)
Sutton Center	Jessica Falk	(Ext. 6141)
Welcome Center	Jessica Falk	(Ext. 6141)
Wroten Hall	Jessica Falk	(Ext. 6141)
Shriwise 1 Guest Room	Jessica Falk	(Ext. 6141)
SC Memorial Library	Dalene McDonald	(Ext. 6271)

**All athletic facilities/practice fields require approval from the Athletic Director and a signed contract with athletics. Please contact the athletic director administrative assistant for a contract.*

Any questions about the calendar; please contact Jessica Falk, director of camps and conferences, at 6141. We are here to help you find the solutions for your facility needs.