

# SpelCal (25Live) Policies & Procedures

## SpelCal is a web-based event-calendar scheduling application

### Event Approval and Space Reservation Policies

- All space requests that are not for a classroom (academic) must be made through SpelCal, with the exception of special locations, i.e. Sisters Chapel and Dining Hall.
- The College Relations Division, Office of Event Operations and Special Location Approvers will review a request and approve or deny based on the stipulations below.
- Space requests will be honored as listed below: Registered Student Organizations/Students, Faculty and Staff, Alumnae and External Requests. Space requests will be responded to within five business days.

#### Registered Student Organizations (RSOs) / Students

- Space reservations for registered student organizations must be made by the Advisor, and an Advisor must be present for all events
- Students not connected with registered student organizations who wish to request space must do so through the Office of Student Life and Engagement
- Spaces where students can gather and meet without a reservation should be identified, and first-come, first-served rules established
- Consequences for non-compliance must be considered

#### Faculty and Staff

- Every faculty and staff will have access to 25Live through the Spelman portal
- Major meetings and events involving campus-wide and/or external audiences must be approved by the Division Vice President and/or Department or Program Chair
- Faculty and Staff who request space for meetings and events on behalf of external groups will be required to provide proof of College-sanctioned involvement with the organization, and the requestor must be accountable for related logistics and present for the event
- Consequences for non-compliance must be considered

#### Alumnae Requests

- Requests made by alumnae must be submitted by email or phone to the Office of Event Operations
- Events should be in line with the core mission and vision of the College. The request will be reviewed according to the nature and timing of the event.
- Requests that pose visibility, capacity, liability and/or financial implications will be brought to the Senior Team for consideration and decision on approval
- A contract and fees for use of space and/or maintenance fees will apply

#### External Requests

- External requests (individuals and organizations) must be submitted by email or phone to the Office of Event Operations
- Events should be in line with the core mission and vision of the College. External requests will be reviewed according to the nature and timing of the event.
- External requests that pose visibility, capacity, liability and/or financial implications will be brought to the Senior Team for consideration and decision on approval
- A contract and fees for use of space and/or maintenance fees will apply

## ★ Classroom Blocking

- ★ Classroom spaces will be blocked until Add/Drop period is complete
- ★ Once Add/Drop period is complete, you may reserve designated classrooms that are available.

## ★ Blackout Periods

- ★ The blackout periods during which events should not be planned or scheduled without review and approval facilitated by College Relations are:
  - ★ New Student Orientation
  - ★ Homecoming
  - ★ Christmas Carol Concert Weekend
  - ★ December - Final Exams and Break
  - ★ January – Before Classes Begin
  - ★ Family Weekend
  - ★ Spring Break
  - ★ SpelBound, Day in Your Life and other Admissions programs
  - ★ Founders Day
  - ★ LEADS/Reunion/Commencement
  - ★ Fiscal year-end