



Flagship Center Policies & Procedures

July 2017

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Room Prioritization

- Use of salons A, B, C, and D will be given first priority to conferences and events prior to 5:00p.m. Monday through Friday and all day on Saturday and Sunday.
- Space is assigned at the discretion of the conference and event coordinator based on the group's numbers in attendance and logistical needs required.
- If not used by academic classes, the classrooms, 171, 172, and 173, may be used for additional conference space.
- First priority is always given to conferences and events for the use of the Auditorium and Commons. Persons requiring use must contact the conference and event coordinator for availability.
- In the case of space being needed that does not require technology, the conference rooms should be used if space is adequate for the number of persons attending.
- The RMBA Classroom is dedicated space and may not be used by any other program without the express permission of the RMBA Program Director or their designate.

Gratis Use of Space

- Only in the event of special circumstances will space at the Anderson University Flagship Center be given gratis for a conference or event. Permission must be granted by the Anderson University Flagship Center Event Manager.

Direct Cost Use of Space

- In few cases, space may be allowed for a direct cost usage fee. The facility rent in this case is waived but charges will be applied for labor and equipment. Permission for this type of use must be given by the Anderson University Flagship Center Event Manager.

Safety Policies

- In the event of severe weather, the staff person in charge will alert all persons in the building, including those occupying the third floor apartments. A key shall be made available to the apartments for access.
- In the event of a tornado warning all persons should come down to the first floor to the auditorium or take refuge in the inner office of the Flagship Center.
- If an accident takes place on the premises an incident report should be completed with all pertinent information related to the mishap and the affected person.
- In the case of a personal injury or serious illness, 911 should be notified. Again, an incident report should be completed and filed with the Anderson University Police Department.
- The building shall be locked at 9:00 p.m. during the academic week unless an event is in process and staffed by PDC personnel.
- There will be no weekend or evening use of the building when no events are present unless the Building Manager is aware and the times and locations are scheduled. Further, if use of the building is scheduled, the sponsoring department must have a responsible representative present for the duration of the time the building is used.

Classroom and Salon Standard Configurations All classrooms and salons are set in a standard configuration. While there will be allowances for re-configuring the spaces, the setting should be returned to their original configuration at the end of use. The conference and event office is not responsible for the room set of academic classes for Anderson University. Faculty choosing a configuration other than the standard will be responsible for the change from and return to the standard configuration.

Flagship Enterprise Center Considerations The Anderson University Flagship Center will work in concert with the Flagship Enterprise Center and its clients. However, timely communication of needs must be given. Fees will apply to space used within the AUFC.

- Space must be booked in advance with contracts issued.
- Use of space without charge for FEC clients when the FEC has double-booked will be considered on a case by case basis.
- Catered events for AUFC clients must never be accessed by FEC Clients unless approval by the Anderson University Flagship Center Event Manager and their client is given.
- FEC Clients must abide by all policies and guidelines issued by the AUFC.

Use of PDC Facilities by RMBA Program Students In the event there is a need for space, classrooms, the use of the Commons, or use of the Auditorium, that need should always be communicated to the Building Manager in advance of the use and permission for said use given. This policy needs to be maintained at all times. In no instance should the auditorium be unlocked without the knowledge and permission of the building manager.

Staffing of Front Desk The ideal would be that the front desk be staffed totally during the business day and through any and all events no matter the time, nor whether of an evening or weekend. Steps are being taken for the desk to be staffed by Anderson University student staff supervised through the conference and event coordinator and the director of Professional Development Services. These students should maintain a professional personal appearance as well as maintaining the appearance of their work stations. They should greet, provide assistance, and direct guests to the AUFC with cheerful attentiveness.

Class Schedule Communication As a site with the main premise of revenue generation, the availability of space to place conferences, meetings, and events is of paramount importance. In most instances, academic classes should be offered only by those programs whose regular location was planned for the Anderson University Flagship Center. Faculty of Anderson University should communicate their schedules well in advance of the beginning of each semester.

The use of alternate space, other than what has been scheduled for a class, is not allowed without the express advanced permission of the conference and event coordinator, or one of their employees.

Parking Parking spaces at the front entrance of AUFC should be protected for guests and clients of the Center. Employees working at the location should park in the lot on the west side of the building.

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