

Effective: June 2, 2014

Administrative Policy REQUEST and USE of BIEMESDERFER CENTER/SHERTS BOARDROOM

Revised: November 25, 2014, President's Cabinet

Revised: March 25, 2014, President's Cabinet

Revised: May 5, 2009, President's Cabinet

Approved: January 13, 2015, President's Cabinet

Biemesderfer Center and Sherts Boardroom may be reserved for Millersville University sponsored events and non-university events during University business hours.

Purpose

This policy is consistent with the Use of University-owned Facilities, www.millersville.edu/about/administration/policies/pdf/administration/administrative-policy-use-of-university-owned-facilities.pdf, and is intended to allow campus and community access to one of the most beautiful and dignified buildings in the Lancaster area while also conserving one of Millersville University's oldest and original buildings designated a historical site by the Historic Preservation Trust of Lancaster County.

Facility Availability

University Hours of Operation – Monday - Friday 8:00 a.m. – 5:00 p.m.; closed holidays

University requests for use of Biemesderfer Center and Sherts Boardroom must be submitted through the Office of the President.

All non-University requests for the use of Biemesderfer Center and Sherts Boardroom must be submitted through the Office of Dining and Conference Services. The completed Request and Use of Biemesderfer Center form will be submitted to the President or his designee for approval. Upon approval, the Office of Dining and Conference Services is responsible for managing all aspects of the event.

A university employee must be present at events at all times. If an employee is not available, the Office of Dining and Conference Services will assign a staff member at a cost to the host.

Catering - Food and Beverages

If food is planned to be served, it must be ordered through and provided by Millersville University Dining and Conference Services. If alcohol is requested, alcohol service and consumption is governed by the Millersville University Alcoholic Beverages policy.

Insurance

See Facilities Use Agreement.

EXAMPLE FORM FOR EXTERNAL GROUPS
(Internal via Ad Astra)
Millersville University
Request and Use of Biemesderfer Center

Form must be submitted at least two weeks prior to event date.

Event:

Day: _____
 Date: _____
 Request Received by: _____
Name

Date of Request:

Day: _____
 Date: _____
 Date Received: _____

Individual Requesting Use:

Name: _____
 Address: _____
 City, State: _____

Sponsor: _____
 Phone: _____
 Email: _____

Food and Beverage:

Food and Beverage: Yes No

Alcohol: Yes No

University Affiliation:

Alumnus Employee Employee (Retired) Student (Current)
 Other (identify): _____
 Not Affiliated

Event:

Type: _____
 Purpose: _____
 Count (expected attendance): Faculty & Staff _____ Students _____

Time(s):

Set-up: _____ Arrival: _____ Begin: _____ End: _____
 Close: _____ Secure: _____

OFFICE USE ONLY	
Facility Monitor: _____ Name	Phone: _____
Prepared by: _____ Dining and Conferences Services	Date: _____
Approved by: _____ President's Designee	Date: _____