

Millersville University
Finance and Administration Division
Management Directive

By Direction of: Roger V. Bruszewski
Vice President for Finance and Administration

Department(s)	All
Subject:	Millersville University – Lancaster Event Requests
Date:	February 24, 2011
cc:	Director of Millersville University - Lancaster

Approved: February 24, 2011

This guideline applies to the university community when reserving space at Millersville University-Lancaster, 42 N. Prince St., Lancaster, PA 17603.

Faculty members wishing to reserve a room for a music department function may complete an Event Request form located at the following link: <http://www.millersville.edu/music/scheduling-request-form.php>. Upon completion of the form, it will be submitted to the music department for approval, then to the Director's office at Millersville University-Lancaster. All music department events will be publicized on the Millersville University online Events Calendar and the WITF online Cultural Events Calendar unless specifically requested otherwise.

The university community wishing to reserve a room may complete an Event Request form located at the following link: <http://www.millersville.edu/lancaster/index.php>. Upon completion of the form, it will be submitted to the Director's office at Millersville University-Lancaster. Confirmation or denial will be forwarded as a result of the request.

For university events, there will be no charge for the rental of the approved space; however, there may be nominal charges for extra security, custodial and set-up or tear-down assistance if the event falls outside regular Millersville University-Lancaster staffed hours. This will also include ushering services, ticketing services and rental of furniture and equipment that Millersville University-Lancaster does not have in the building or is not available. Any additional charges will be detailed in your confirmation email.

Any event at 42 N. Prince Street that is open to the public will automatically be sent to the three downtown event calendars, Millersville University-Lancaster's calendar, a database of media (*Lancaster County*, *Style* and other magazines and media) and on the Director of Millersville University-Lancaster's electronic newsletter.

Whenever possible, it is preferable to receive requests no less than one year out to maximize the chance of securing the preferred date. There are exceptions and Millersville University-Lancaster will work very hard to accommodate requests regardless of the lead time.