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Next Review N/A

Owner Clint Ewell: VP-
Finance &
Administrative
Services

Area 6.0 Facilities and
Campus Police

# Scheduling Procedure, 6.10.01

## PROCEDURE DESCRIPTION

This procedure outlines the authority and responsibility for scheduling physical facilities, classes and events at Yavapai College (YC).

## PROCEDURE RESPONSIBILITY

This procedure is created and maintained by the Director of Scheduling.

## PROCEDURE

### 1. Prioritization

A. Education is District Governing Board Priority #1. As such, we will prioritize use of facilities in the following manner.

1. Yavapai College credit classes.
2. Yavapai College non-credit classes.
3. College Activities & Meetings.
4. Yavapai College Foundation.
5. 3rd Party Rentals.

### 2. Class Scheduling

A. Effective class scheduling is critical to the mission of the college. It enables students to take the classes they need to make timely progress in their program of study.

B. Yavapai College credit courses take priority in facility scheduling during the annual schedule building process. The Scheduling Department will find and implement tools to optimize the YC credit class schedule to balance student progression and costs.

C. Non-credit classes may be scheduled by the offering department, once the credit schedule has been finalized by the Scheduling Department per the table below.

D. Enrollment numbers, room capacity, and room & technology features will drive classroom and lab scheduling decisions.

E. Classes are scheduled in a Fall-Spring-Summer sequence. After the academic schedule building deadline has passed for credit courses, spaces may be scheduled for lower priority activities, but are subject to relocation if a credit course needs to be added to the schedule.

F. Once the academic schedule has been released, prior approval is required by the Director of Scheduling to move an academic class.

| FALL | | SPRING | | SUMMER | |
|---|---|---|---|---|---|
| Credit Classes | April 1 | Credit Classes | October 1 | Credit Classes | December 1 |
| All other groups | April 30 | All other groups | October 30 | All other groups | January 30 |
| **Once schedule is released, all other requests open for scheduling.** **\*Dates are subject to change.** | | | | | |

# 3. Scheduling Meetings, Events, and 3rd Party Rentals

A. At the request of operating Departments, the Director of Facilities may designate certain spaces as Restricted spaces. Prescott Pines, Verde Campus Maybery Pavillion, Athletic Facilities, Libraries, JLL Performing Arts Center, Art Galleries, Residence Halls, Southwest Wine Center, etc. will require additional approval, which is routed through the college scheduling software.

B. Once the credit schedule has been set, Reservation Coordinators (college employees with training and permissions) can reserve most classrooms and labs. Enrollment numbers, room capacity, and room & technology features will drive room scheduling decisions.

# 4. Community and Multi-purpose Rooms (Prescott 3-119, 19-147, Verde M-137, Sedona 34)

YC has a limited amount of spaces are intended for larger gatherings and / or events that may require unique room set ups.

Please choose from one of several pre-approved room configurations that have been designed by an architect and approved by Safety to ensure we are in compliance with various state and federal guidelines, including fire codes and accessibility requirements.

Please follow the minimum participant guidelines provided in the scheduling software. We do not

want to limit our ability to host larger events because these few spaces are booked with small events.

# 5. Guidelines for Schedulers

A. Schedulers must request services when they reserve a room including:

- Presentation Technology Services

- Facilities (Room Set up, Extra Custodian, etc.)

- Campus Police

Please note that a 10 day lead time is required for these services in order for resources to be appropriately scheduled.

Requests for services or changes to services (including cancellations or NO SHOWS or events booked within the 10 day lead time) may result in the department being billed for the associated labor and supply costs.

If a last-minute emergency arises, please call the appropriate department:

ITS 928.776.2050

Facilities 928.776.2180

Campus Police 928.776.2185

B. Schedulers are expected to notify the appropriate departments via the scheduling software in advance of any event changes which requires the addition or removal of Resources which were already approved.

C. Events/Meetings with more than one occurrence should start and end per semester dates (Fall, Spring, Summer).

D. Scheduled events should be requested during the hours and days when the college is open. The College is open 8a-5p M-F during the school year, and M-Th 8a-5p in the Summer (roughly 5/15-8/15). The College is closed for Fall Break, Winter Break, Spring Break, and observes several national holidays—please do not schedule events or meetings during these time periods, Prior approval is required when reserving an event/class during a blackout period or campus closure, and is routed through the scheduling software. Unapproved events will not be supported. Expenses associated with approved events will be billed to the requesting department.

E. Any use of Yavapai College spaces must be entered into the college's scheduling software. This includes but is not limited to: Computer Lab Hours, Learning Center Hours, Art Gallery hours, Private Music Lessons, Testing, and Open Lab Hours in Weight Room, Swimming Pool, etc. Questions can be sent to the Scheduling Office for clarification.

F. Failure to follow the scheduling procedures could result in loss of scheduling privileges.

G. Yavapai College holds the right to cancel events due to college closure, whether planned or

unplanned.

# REFERENCES

**Policy 6.10:** Use of Facilities

**Procedure 6.10.03:** Third Party Rentals

# PROCEDURE HISTORY

Extracted from Policy 5.15 Priority Scheduling (1/27/2026).

## Approval Signatures

| Step Description | Approver | Date |
| --- | --- | --- |