



Blackout Date Policy:

STATEMENT OF POLICY:

This policy outlines and defines the definitions and guidelines that govern the restriction of events on the Saint Mary's College main campus during designated blackout dates.

DEFINITIONS:

Policy:

Saint Mary's College assigns priority to designated events and functions over other college events and functions during the academic year and restricts the use of space and resources.

Priority One Date:

Saint Mary's College designates full priority to these events during the year and restricts all other events or functions from occurring on these dates due to their size, scope, and logistical complexity.

Baccalaureate Mass and Reception (As defined by Academic Calendar)

* Undergraduate Commencement (As defined by Academic Calendar)

* Graduate Commencement (As defined by Academic Calendar)

** Due to complexity of commencement activities and set-ups, no other events may take place beginning on Wednesday of finals week*

East Bay College Connection (calendared approx. 1 year in advance)

Finals Week as defined by the Academic Calendar (student events)

Shared Mission Events

Priority Two Date:

SMC designates priority to these events over all other events during the year. Other events may occur on these dates once reservations for the below events are finalized.

Athletic Department banquets

Board of Regents/Trustees Meetings

De La Salle Week

Gaelstock

Graduate School Fair

Homecoming

Parent & Family Weekend

President's Office events (Advancement)

Undergraduate Orientation

Weekend of Welcome

Exceptions to the Policy

Religious events planned and hosted by the Office of Mission & Ministry (i.e. mass, vigils), may be held during religious holidays. Weddings are not included in this exception.

Due to the nature of NCAA scheduling, College sanctioned NCAA Athletic games may use College resources for events taking place during these blackouts periods. Every effort should be made to reschedule these games when possible. Holiday fees will apply. College senior administrators may request exceptions to this policy. All requests for exceptions must be in writing and sent to the Scheduling & Promotions Office...No fees or costs associated with any event may be waived.

Approved, President Cabinet April 2009