

This Facilities Use Policy has been established to provide a clear understanding of the guidelines in use for the reservation of Maggs PAC and equipment by internal and external individuals and organizations. Any questions regarding this policy should be directed to the Maggs PAC Facility Management, Matt Nein, at (410) 543-6345 or manein@salisbury.edu

This Policy is designed to inform users on:

1. Scheduling Priority
2. Event Scheduling

All other event information can be found at the Office of Conference Planning and Facilities Reservation

Scheduling priority for facility use must be given to all academic and student-related programs. These programs have a scheduling priority prior to any outside group or organization. With the number of programs operating out of Maggs PAC (Academics, Athletics, and Campus Recreation) a more detailed priority scheduling system has been created. Please note that all operating programs within Maggs PAC

4. Student-Related Clubs & Programs. Once the operating programs have scheduled their activities, priority will be given to any student-related club or program on a first come first serve basis once getting RSO Approval. Please note that we must keep space available for Open Recreation time and could impact your reservation request.
5. Outside Organizations. Approval of outside organizations must be certified by the Facilities Reservation Office. Once certified by this office, these events will be scheduled and locked into the facility.

Event Scheduling

1. Reservations within Maggs PAC and/or the use of Maggs PAC equipment must complete the necessary online request information at <http://www.salisbury.edu/reserve/>.
 - a. For Registered Student Organizations, Student Activities must first approve the request prior to it being received by the Maggs Facilities Management Office. At this time the event is still not confirmed. Once an approved RSO designation occurs, a confirmation on the event will be sent informing groups of their event status.
2. Maggs PAC requires that all reservations must be submitted and approved two (2) weeks prior to the event date.
3. All events require a Faculty/Staff/Advisor to be in attendance during the entire duration of the event.
4. Event time during the week has a max of 2 hours. On weekends, event times may not exceed 4 hours. All inquires related to this must be approved by the Recreational Facility Management office.
5. Operating programs within the facility are scheduled by the Facility Management Office and do not have to submit an online request.
 - a. See Scheduling Priority Above
- 6.