



POLICY 425 EXECUTIVE SUMMARY

Policy Number and Title: *Policy 425 Event Scheduling and Authorizing the Use of University Facilities*

Date:	February 12, 2026
Sponsor:	Michelle Kearns, VP Student Affairs
Steward(s):	Alexis Palmer, AVP Student Life
Policy Process:	Regular
Policy Action:	Revision
Policy Office Editor:	Miranda Christensen
Embedded Attorney:	James Duncan

Issues/Concerns (including fiscal, legal, and compliance impact):

This policy will be opened for revision due to current internal and external reviews being conducted about scheduling and hosting events.

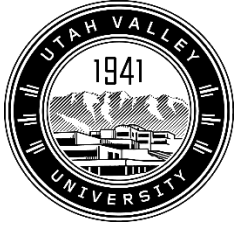
Suggested Changes:

- Revise and clarify definitions.
- Revise MEAC section and clarify the security assessment process.
- Refine procedures for campus scheduling related to various event types.
- Address the scheduling for all extension campuses and buildings managed by specific departments such as UCCU and Noorda.
- Implement other changes as identified in campus and external reviews.

Requested Approval from President’s Council: Entrance to Stage 1

Proposed Drafting Committee:

- Alexis Palmer: AVP Student Life/MEAC Chair
- Joel Herd: SSC Operations
- Lyndi Robertson: Event Services
- Stephanie Albach: University Relations
- Ashton Stitt: Executive Events
- Rick Chappell: Director Campus Services
- Isaiah: Security Manager
- Sam Gedeberg: Sr Director Academic Planning & Effectiveness
- Katherine Henry: Sr Director Productions/Events/Production Services



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- Marissa King: Student Leadership & Involvement [Click here to enter the names of the proposed members of the policy drafting committee.](#)

Target Date for Stage 1 Draft to Enter Stage 2: 12/1/2026

Target Date for Board of Trustees Review: 2027