

# EDINBORO UNIVERSITY OF PENNSYLVANIA – UNIVERSITY PROCEDURE

## ACCOMMODATING VISITING GROUPS AND ORGANIZATIONS

### OBJECTIVE:

Edinboro University of Pennsylvania receives, through various channels, requests to accommodate visiting groups of individuals on a relatively frequent basis. Such groups include, but are not limited to, Pre-K through 12 school groups and external clubs and organizations. In view of the University's community service and outreach missions, and in view of Priority #1 which aims, in part, to enhance enrollment, we wish to accommodate such groups in a friendly and efficient means which serves to relay the Edinboro Family spirit and portray the University in the most positive manner possible. At the same time, we seek to assist groups in achieving the goals and objectives of their visit to the University campus.

It is the goal of this procedure to identify a primary campus contact person for such groups who will serve to coordinate external group visits to the campus and provide consistent and professional service characteristic of the University's image and service mission.

### PROCESS:

1. All requests to accommodate external groups and organizations for campus visits shall be directed to the University Center Coordinator.
2. The University Center Coordinator will determine the purpose and nature of the proposed visit and identify and collaborate with appropriate University personnel, offices and programs to be involved in accommodating the group.
3. The University Center Coordinator will arrange for the group to be greeted upon their arrival by a University representative who will provide appropriate University publications and memorabilia in addition to a general introduction to the University which may be as extensive or brief as the group desires. The University Center Coordinator will coordinate the preparation of information/memorabilia packets.
4. The University Center Coordinator will complete any necessary Facilities Request Forms and will facilitate contact with University Dining Services for any necessary dining arrangements. Generally, there will be no charge for the use of University facilities for school and non-profit organizations. Meal costs will be the responsibility of the visiting group.
5. Offices, programs and entities that will typically be asked to assist such groups will be the President's Office, Admissions Office, Highland Ambassadors, University Planetarium, Biology Museum, Campus Recreation, Television Studio (Distance Education and

Multimedia Services), and the Radio Station (WFSE), among others. When specific academic or support programs are indicated as a specific area of interest by the visiting group, the respective Department Chairperson or Director should be involved in the accommodations arrangements.

Approved by: Frank G. Pogue, President

Effective Date: June 1, 2000

Review Date As Required

President's Office