

STAKE BUILDING SCHEDULER HANDBOOK

BYU | Office of Space Management | Updated 12/7/2021

What Does A Stake Building Scheduler Do?

Stake Building Schedulers facilitate BYU YSA stake and ward events on Sundays outside of block meetings in their assigned buildings. This role is vital because Campus Scheduling is not open Sundays to manage these events. Schedulers ensure rooms aren't double-booked.

Whose Events May Be Scheduled?

Stake Building Schedulers only schedule Sunday events for BYU YSA wards and stakes in their assigned building. They do not schedule for any other groups on any other days.

All other events (weekday or non-BYU YSA wards and stakes) need to be referred to Campus Scheduling (801-422-3134, scheduling@byu.edu). Note that wards need to work through their designated ward scheduler to contact Campus Scheduling.

Exceptions:

MSB | The 9th East Multi-Stake Building is scheduled by Shawn Beecher (provoysamsb@gmail.com) for all days in the week (Monday through Sunday).

UPC | The UPC is scheduled as follows:

Days:	Priority:	Scheduler:
M-F, 8am-6pm; Th after 6pm	English Language Center (ELC)	Arwen Wyatt
1st Mon of the Month after 6pm	Asian 1st ward*	9th stake (Rob Wernli-M-Sat, Dane McNeil-Sun)
M,T,W,F after 6p; all day Sat,Sun	9th stake	
Game days (Saturdays)	Alumni (Philanthropies)*	
*The Asian 1st Ward, Philanthropies/Alumni, and other groups contact the 9 th Stake Schedulers directly to schedule the UPC during the approved times and days. To manage scheduling, the 9th Stake uses a Church website calendar.		
To adjust building hours, notify Kathryn Tyler who has Access Services adjust the system.		

Reach out to Space Management with any questions or request for other exceptions.

Responsibilities:

- Maintain a schedule of Sunday church events that take place in your assigned building(s) outside of (before or after) block meetings to ensure rooms are not double-booked.** This includes scheduling choir practices, leadership meetings (in classrooms), firesides, Munch & Mingles, etc.
 - Limitations:
 - The Stake Scheduler responds to scheduling requests. To encourage units to schedule their use of the building with you, you can send reminders to wards, directly or through the stake presidency. You may also ask Space Management to send reminders.
 - Only the Office of Space Management:
 - Schedules regular block meetings.
 - Manages changes to assigned classrooms, leadership meeting rooms, or offices.
 - For Sunday morning baptisms, the JSB scheduler is to coordinate with Space Management to ensure there is adequate time before block meetings. Building Care needs to be alerted because they fill and drain the font.
- Be the liaison with Building Care (the custodians).**
 - Ideally, the custodians need five business days before a Sunday event to plan staffing.
 - You will coordinate the details:
 - Request Building Care unlock rooms not normally unlocked (all block meeting classrooms should be unlocked already).
 - Request extra garbage cans, chairs, and tables.
- Be the liaison with Space Management to extend building hours.**
 - Request adjusted building hours **with Space Management** at least five business days before a Sunday event.
- Inform the requesting ward or stake:**
 - Who to contact for Audio/Video equipment needs:
 - To request equipment prior to an event: AV Productions (801-422-4071)
 - For AV help (missing or broken equipment):
 - During business hours: AV Support (801-422-7671)
 - Outside of business hours: BYU Office of IT Help Desk (801-422-4000)
 - There are no refrigerators available for church use on campus.
 - Foods served need to require only vacuum clean-up. Red punch and things like frosting should be avoided in carpeted areas.
 - Clean-up and reset rooms so they are ready for Monday classes.
 - Do not prop open exterior doors.

For any questions or issues that arise, please feel free to contact **Space Management at (801) 422-5508** or byu-wards@byu.edu.

CHURCH USE OF UNIVERSITY FACILITIES:

(Extracted from University Handbook)

The Office of Space Management coordinates all permanent shared space assignments for wards and stakes (see Physical Facilities Policy, Church Use of University Facilities section). BYU wards and stakes should contact the Campus Scheduling Office to arrange for space for activities other than regular weekly church meetings.

Buildings not used for Church meetings will not be open on Sunday. Those buildings used for Church meetings will be locked at the end of scheduled activities. Buildings will not remain open and will not be unlocked to allow students to study on Sunday (see Physical Facilities Policy, Physical Plant Department Section on building lockup).

Sunday evening firesides (that are not "productions," as outlined in definition below) may be scheduled in BYU facilities with the appropriate department or stake that has jurisdiction over the said facility. Campus Scheduling can provide the necessary references for this scheduling.

The University supports the Church directive that most labor-intensive events are not appropriate for Sabbath activities. Therefore, "productions" may not be held in any BYU facilities on Sundays. The University defines "productions" as events which require MORE THAN:

- Audience seating
- A podium, modest curtain, and row of chairs on the stage
- Two microphones - one on the podium, and one for a musical performance (Note: no additional sound system may be brought in from Instructional Technology Services or Off-Campus)
- Equipment that is standard in a ward or stake library (VCR, television, slide projector, etc.)
- A grand piano and/or organ

Firesides in the de Jong Concert Hall may be scheduled up to eight months in advance, BY STAKE PRESIDENCIES ONLY, through Campus

Scheduling. The Division of Arts Production scheduling office must be notified directly of set-up plans no later than 14 working days prior to the fireside. Failure to make these advance arrangements may result in CANCELLATION OF THE FIRESIDE.

Church-sponsored programs originating on a satellite network and regional and stake conferences are considered appropriate Sabbath activities and are the only exception to the Sunday production rule. All other Church productions may be held in the Wilkinson Student Center Ballrooms and the de Jong Concert Hall on Monday-Saturday, as these facilities are available.

BYU student wards and stakes shall have exclusive scheduling rights on all campus facilities other than the Marriott Center from 7:00 a.m. to 9:00 p.m. on Sunday. Ward/stake groups not affiliated with BYU shall have the right to schedule facilities on a space-available basis between 9:00 p.m. and 10:30 p.m.

Campus Scheduling will normally discourage scheduling campus facilities after 9:00 p.m. for events involving BYU students. The Scheduling Board shall have the right to approve such events if, in its opinion, the proposed event would not adversely affect other Church activities and would serve a University purpose.

The university supports the Church directive for scheduling facilities on Monday evenings. Any facility use after 7:00 p.m. on Monday evenings for **stake and ward** family home evenings or other activities must be requested by a bishop or stake president AND approved by a stake president. However, the bishop may request facility use for a ward family home evening activity on the first Monday of each semester. In addition, the bishop must request space for **individual** ward family home evening groups on other Monday nights. All such special requests will be made through the Campus Scheduling Office for any other facility.