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The Scheduling of Gross Memorial Coliseum

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THE SCHEDULING OF GROSS MEMORIAL COLISEUM

Gross Memorial Coliseum was planned and constructed to be a multipurpose facility for the use of students, the Athletic Department, the campus community, and the public of Western Kansas. In harmony with this aim, the scheduling procedures for the use of this building provide for a high degree of utilization by varied Fort Hays publics. Every attempt is made to schedule the facility in a manner which assures access to it by all segments of the campus community.

To accomplish this aim the Scheduling Office has been given the overall responsibility for assigning events in Gross Memorial Coliseum. This is to be done against a backdrop of promoting the university while at the same time being sensitive to the special needs of the Athletic Department, the Memorial Union Activity Board, the Special Events Committee, and various other departments and offices on the campus. Full consideration is to be given to the work load of the crew which does the maintenance and special set-ups whenever Gross Memorial Coliseum is used.

THE PROCEDURES FOR SCHEDULING GROSS MEMORIAL COLISEUM

Regular sports events which involve Fort Hays teams are scheduled by the Director of Athletics. The director is responsible for transmitting these events to the Scheduling Office.

Events of a special nature such as performances, tournaments, campus-wide convocations, department conferences and displays, etc. may not be scheduled without prior approval of the Scheduling Officer. The Scheduling Officer will check with the Director of Athletics and the Director of the Physical Plant regarding the feasibility of each request for use of the facility before making a commitment for use of the coliseum.

The Athletic Director has the responsibility for hiring and supervising the ticket sellers, ticket takers, and the ushers, for all events at the coliseum. He will also hire the car parkers, but these will be supervised by the Campus Security Chief. It shall also be his job to arrange for crowd control and to provide for supervision when it is deemed necessary. Campus Security will have the same role at these events that they have for all campus activities. This means they have overall responsibility for traffic and security. They will be called in for assistance at Gross Memorial events just as they are at the Memorial Union, Residence Halls, Lewis Field Stadium, etc. The Director of the Physical Plant will arrange for, and supervise, the work crew for the physical arrangements necessary for events held in the coliseum. This includes stage set-ups, lighting, seating, clean up, etc. The Scheduling Officer will inform both the Athletic Director and Physical Plant Director of manpower needs well in advance of the date of the actual use of the facility.

The final decision on whether any special event is to be scheduled in the coliseum is made by the Scheduling Officer--but only after consultation with the Director of the Physical Plant and the Athletic Director. Careful consideration is to be given to the value of the event, to the image of Fort Hays State University, and the feasibility of handling the work load needed to prepare for the event.

The cost of labor for special events contracted by the Memorial Union Activity Board, Special Events Committee, KJLS, etc. which produce revenue is to be charged to the organization sponsoring the event. Charges made to on campus organizations are to be kept to the absolute minimum to encourage campus scheduling.

September 23, 1977