



Inclement Weather Procedure

Purpose:

- For use when inclement weather is forecasted, and events are scheduled to take place on campus.

Procedures:

1. If inclement weather is forecasted for the day of an event, the Event Services Office will work with event planners on the next steps.
2. When creating your initial reservation for an outdoor space, it is recommended that planners consider an inclement weather plan.
3. The Event Services Office will plan to check the weather forecast weekly and reach out to planners if an alternative plan needs to be put in place.
 - a. It is encouraged that event planners keep an eye on the forecast, as well.
1. Inclement weather calls for outdoor events must be made **two (2) business days prior to the event by 12pm.**
4. If you have Chestnut Street Catering for your event, please note that you must cancel three (3) business days prior to the event to receive 100% of the food and beverage cost.
5. If the event has a rain location or rain date, the Event Services Office will work with the event planner to make the adjustments.
6. If the event does not have a rain location or rain date, we encourage the planner to reach out to discuss options.
7. Please note, indoor event space may not be available on the event date if a rain plan was not previously discussed.
8. If the University closes the campus due to inclement weather, all events occurring that day will be cancelled. The Event Services Office will reach out to discuss options to reschedule.