



Campus Reservations and Events (CRE) is a student-centered department that provides exceptional guest and client services, event coordination and venue management through which student employees take part in hands-on experiential learning that is focused on engagement, innovation and professionalism. By anticipating the needs of the campus community, we create environments that are inclusive, accessible and innovative.

## SAMUEL J. CADDEN CHAPEL DEDICATION AND OPENING

Located in the heart of campus, the Samuel J. Cadden Chapel was dedicated on December 10, 2021. CRE began managing the 3,053-square-foot building in January 2022 with the first reservation in February 2022. The Samuel J. Cadden Chapel welcomes all members of the Clemson University community for prayer and other expressions of faith during published open hours. The chapel can also be reserved for faith-based and cultural activities that include organizational gatherings, services, special events, recitals, and ensemble and acoustic performances. Additionally, the Cadden Chapel is available for weddings, funerals and memorial services. From February 15 to June 30, 2022, there were **60** reservations for the Cadden Chapel, which included weddings, student organization meetings, tours, recitals, speakers and vocal performances.

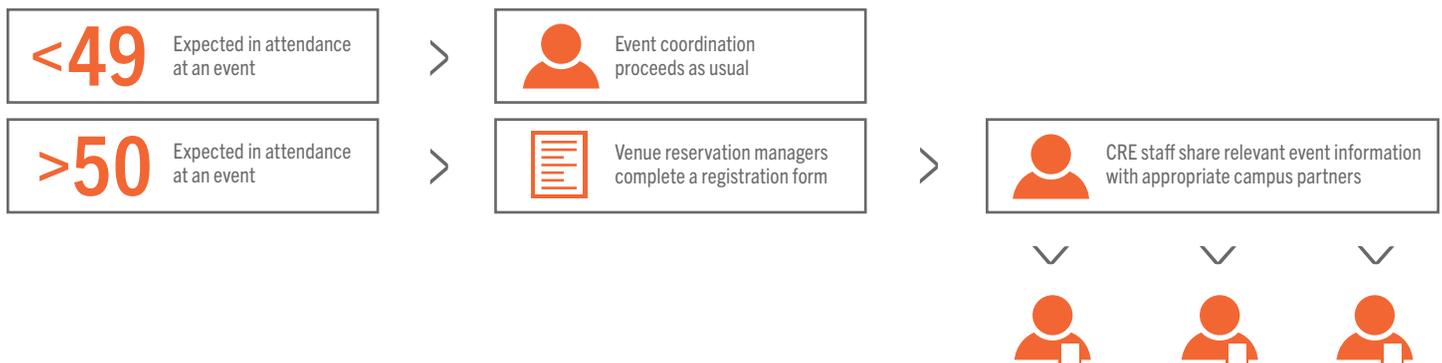
## INCREASED RESERVABLE SPACE FOR STUDENT ORGANIZATIONS

Clemson University's growing number of students and student organizations has also increased the need for reservable spaces in the evenings. CRE and Academic Affairs recognized an opportunity to partner and support student connections. Leveraging classrooms in academic buildings when they are not in use both maximizes space and allows student organizations to schedule meetings, programs and events.

As a pilot, CRE and Academic Affairs partnered in FY22 by having **17** classrooms in Brackett Hall available for student organizations to reserve Sunday through Thursday evenings. During these times, CRE managed the reservation process and provided on-site staff to handle reservation logistics. There was a total of **2,448** reservations in Brackett Hall in FY22. The goal is to continue this partnership with Brackett Hall in FY23 as well as incorporate additional academic buildings.

## CAMPUSWIDE EVENT REGISTRATION PROCESS

In FY22, to create more awareness, safety and risk management for events on Clemson's main campus and University-owned buildings within a five-mile radius of main campus, CRE implemented a Universitywide event registration process for meetings, programs and events with 50 or more people in attendance. In addition to achieving intended outcomes, increased communication has yielded an integrated system of support and resources.



# BUILDINGS AND SPACES MANAGED

3

Buildings



19

Indoor spaces



- University Union (Student Senate Chambers)
- Tillman Hall (Memorial Auditorium)
- Brackett Hall (17 classrooms)

# RESERVATION AND EVENT COORDINATION

65

Indoor spaces

20

Outdoor spaces

7,959

Total number of events and reservations processed and coordinated in FY22

38,260

Total hours of events and reservations in FY22

## CLIENT SATISFACTION SURVEYS:



98%

of clients reported they had a positive experience with the Reservation Services staff



100%

of clients reported they had a positive experience with the Event Services staff



100%

of clients reported they had a positive experience with the Operations staff

# STUDENT EMPLOYEE DEVELOPMENT

CRE provides students with the opportunity to gain and apply transferable skills connected to Clemson's Core Competencies. Student employees serve in a variety of capacities and can lead in managerial roles.

18

Total number of student managers



100%

of student managers reported they could identify at least three transferrable skills gained while working for CRE



100%

of student managers were able to describe at least one situation in which they had to utilize their leadership skills while at work in CRE

# STUDENT QUOTES

## Student Response on Utilizing Leadership Skills at Work

"This semester, I had to conduct the onboarding training for new employees. I had to be knowledgeable about all of our spaces in Hendrix Student Center and Brackett [Hall]. In addition, I had to schedule a time to meet with each new employee."

## Student Response on Skills Gained Working with CRE

"One skill that I gained while working for CRE was how to effectively communicate and identify what tasks need to be accomplished to achieve a goal. Another skill was how to utilize my individual strengths to become a better leader and coworker and identifying what tasks and positions I am best suited for. The third skill that I gained was how to delegate and identify what the strengths of the people around me were in order to best accomplish the task or goal set in front of us."

## Student Response on Time Management Skill Impact

"Yes, I can tell what skills I have learned here will definitely transfer. Time management is probably the biggest skill I learned, having been notoriously not great at it. I now spend far less time messing around in my free time when I have things that need to be done."

## Student Response on Ability to Apply Skills to Life

"I do feel my knowledge of transferrable skills has improved in my personal life, such as school. I now know how to write professional emails to my professors and other people on campus. I have gained the knowledge to stay organized within my day-to-day life. I have also gained knowledge that it is better to work as a team in certain situations."