



Conference Services & Special Events

Inclement Weather Policy for External Special Events

- I. In any emergency closing/delay situation, our goal is to make timely decisions to assure everyone's safety. At the same time, we are committed to keeping the campus open whenever possible to avoid disruption to our operations schedule.
 - a. When the main campus is closed, **all events** (including those sponsored by off-campus organizations) **are cancelled**.
 - b. Information concerning closure, delayed opening, or early closure of University operations, including those for inclement weather, will be shared as follows:
 - i. Posted on the NDMU homepage, www.ndm.edu
 - ii. Sent by the e2campus text messaging system (signup required)
 - iii. Recorded on the weather/emergency phone line at 410-532-5151
 - iv. Notified through a campus wide email (students, Faculty, Staff Only)
 - c. External Clients will be notified through email and/or phone by the Conference Services staff about a campus delay or postponement.
- II. Under usual circumstances, we endeavor to make a determination about holding daytime events or delaying the opening of campus by 5:30 a.m. Similarly, we seek to make a decision about cancellation of evening events by 3 p.m.
- III. **Refunds/Rescheduling:** In the event of a weather closure, the client will have the option to reschedule their event to another available date and any money paid will be credited toward the new event date. If the client wishes to cancel the event outright, the money paid so far will be applied as a credit toward a future event on campus, minus the cost of food service for any food already ordered for the event.
- IV. For safety reasons, you are asked to be mindful of the traffic and parking requirements under our snow emergency plan. Should the campus open late, please do not come to campus prior to the announced time so that the campus parking areas and sidewalks can be cleared for your safety.