

a confirmed reservation is cancelled less than 72 hours prior to a scheduled event in the USU or SRWC, the responsible organization will be charged all personnel costs. If a confirmed reservation is not cancelled and the event does not take place, the organization is liable for payment of all costs itemized on the confirmed Event Reservation form.

SCHEDULING VIOLATIONS

Individuals or organizations in violation of scheduling policies, including physical damage to any facility, will be required to have a conference with SLD staff and/or the venue operator. If the violation occurs in the USU or SRWC, the conference will be held with the USU director or USU/SRWC associate director. The organization will receive a written warning and a charge to cover restitution for damages. Restrictions on the use of facilities or other sanctions may also be imposed as appropriate to the violation.

Scheduling violations which also violate student-conduct and discipline regulations will be referred to the director of the Office of Student Conduct & Ethical Development. (See Campus Regulation XX.)

RESERVATION OF USU/SRWC

FOR PRIVATE USE

Scheduling by off-campus organizations or private individuals or co-sponsorship with off-campus organizations requires the completion of a Facility Use Agreement prior to any event. The form is available in USU-221. Reservations must be completed six weeks prior to the event. Payments must be submitted one month prior to the scheduled event along with any other forms required. Liability insurance is also required.

USE OF UNIVERSITY BUILDINGS,



.....(562)985-4994



**CAMPUS
scheduling
policies
and
procedures**

OFFICE OF THE DEAN OF STUDENTS
DIVISION OF STUDENT AFFAIRS

GENERAL INFORMATION

The intent of scheduling policies is to assist the scheduling and use of facilities and grounds for campus events by currently registered student organizations and Associated Students. The information in this brochure is provided for currently registered student organizations and Associated Students. All events must be scheduled, confirmed and approved prior to any form of advertising. Scheduling of student activities or programs during the final examination period is not permitted. Activities must not unreasonably interfere with the instructional program or operation of the campus. (See campus REGS, Regulation V)

REGISTRATION OF STUDENT ORGANIZATIONS

Only student organizations that are properly registered with the Office of Student Life and Development (SLD) and in good standing with the university will have scheduling privileges granted to their officers.

Registration includes filing an updated Organization Registration Profile and the Alcohol Regulation Compliance Agreement. Additional requirements for fraternities and sororities are listed in Regulation I of Campus REGS.

Officers wishing to schedule events and reserve facilities must be 1) listed on the Registration Profile, 2) verified as meeting applicable eligibility requirements, and 3) certified as event planners via an SLD Orientation Workshop.

STUDENT PROGRAM ADVISING AND CLEARANCE

Prior to reserving campus facilities, advising must be arranged with an SLD advisor. At that time, the Program Regulation and Clearance (PRC) process will be initiated and must be approved prior to the event. All major programs will require additional approval.

CLOSING HOURS FOR PROGRAMS

Scheduled programs and events in the University Student Union (USU) end at midnight. The building or facility must be cleared by these hours. (USU academic hours are Monday-Saturday 7 a.m.-12 midnight and closed on Sundays. Non-academic hours are Monday-Friday 7 a.m.-7 p.m. and closed on weekends). Scheduled programs and events at the Student Recreation and Wellness Center (SRWC) end one-half hour before building closure. (SRWC academic hours are Monday-Thursday 7 a.m.-12 midnight, Fridays 7 a.m.-9 p.m., and Saturdays 8 a.m.-6 p.m. and Sundays 11 a.m.-6 p.m. SRWC Non-Academic hours are Monday-Friday 7 a.m.-9 p.m., Saturdays 8 a.m.-5 p.m. and

Sundays 11 a.m.-5 p.m.). Properly permitted use of open areas shall conform to the following, academic and non-academic, hours Monday-Friday 7 a.m.-9 p.m., Saturday 8 a.m.-9 p.m., and Sunday 11 a.m.-5 p.m.

RESERVATION FORMS

All events taking place in the USU require a meeting with a USU Conference & Events Center staff member to discuss event/program details. All events in the SRWC require a meeting with the reservationist in the SRWC Administration Office to discuss event/program details. When placing a reservation at the USU Conference and Events Center (USU-CEC) or SRWC, the reservation form will indicate all required documents and deadlines needed to confirm the event. Venue operators exclusive of the USU have their own reservation forms or contracts.

Student organizations must comply with academic scheduling policies when reserving and using classrooms. To reserve a classroom for meetings and events, student organizations must go to the USU-CEC, USU-221. The center will provide the appropriate room request forms. Classrooms fall under the supervision of Academic Scheduling.

To request use of unassigned space, such as Friendship Walk, Speaker Platform West, Central Quad and other locations, contact Event Services Office, BH-320.

SCHEDULING DEADLINES

The following deadlines for completion of the PRC process must be met before programs may be confirmed:

- Major programs, concerts, speakers, conferences