



# CAMPUS SCHEDULING POLICIES *and* PROCEDURES

OFFICE OF THE DEAN OF STUDENTS  
DIVISION OF STUDENT AFFAIRS

## CANCELLATIONS

Cancellations will be subject to the deadlines and policies specified by the relevant venue operator. To avoid late charges for the USU or SRWC, meetings must be cancelled at least 3 business days prior, and minor/major events must be cancelled at least 10 business days prior. If 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 REGS*, 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, FACILITIES OR GROUNDS

The use of buildings, facilities or grounds by campus groups, off-campus groups and individuals is contingent upon the agreement of the officers of the group or individual to assume the responsibility for observing university policies regarding meetings, activities and programs. (See *Campus REGS*, REG IX, Section A.)

## AUTHORITY AND EXCEPTIONS

These policies and procedures are issued by the vice president for student affairs, under the authority of the campus president.

The Office of the Associate Vice President/Dean of Students, USU-219, is designated to authorize the use of facilities and grounds for campus activities and organizations, and to administer these scheduling policies and procedures. This office publishes the *Campus REGS*.

Exceptions may be requested via the Program and Regulation Clearance process available to students in USU-215.

## RESOURCES

- Associated Students Business Office ..... (562)985-4994
- Associated Students Government Office..... (562)985-5241
- Athletics Department (facilities scheduling)... (562)985-8561
- College of the Arts (facilities scheduling) .... (562)985-4911
- Disabled Student Services ..... (562)985-5401
- Event Services..... (562)985-5578
- Parking, Transportation and Event Services .. (562)985-4146
- The Pointe in The Walter Pyramid ..... (562)985-4187
- Risk Management..... (562)985-2396
- Student Life and Development ..... (562)985-4181
- SRWC Facilities Reservations ..... (562)985-0785
- University Police ..... (562)985-4101
- USU Conference & Events Center ..... (562)985-5205
- USU Information Center ..... (562)985-4834

For additional information regarding  
campus scheduling policies and procedures

### CONTACT

Office of Student Life and Development  
University Student Union, Room 215  
USU Conference and Events Center  
University Student Union, Room 221

Division of Student Affairs  
California State University, Long Beach  
1250 Bellflower Blvd., Long Beach, CA 90840

## 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
  - Four weeks prior to program
- Workshops, seminars, events being catered, hot food sales, student filming
  - Two weeks prior to program

**Failure to meet the above deadlines will result in automatic program cancellation.**

## MAXIMUM NUMBER OF EVENTS

Campus organizations may have six reservations on the university calendar at one time in addition to weekly business meetings held in classrooms. The USU may be scheduled six times per month. Reservations by campus organizations and departments for the USU will be accepted up to one year in advance, 6 months for SRWC. The general public may reserve rooms no more than 12 months in advance.

## STUDENT ORGANIZATION FOOD SALES

All food sales will be conducted in compliance with the City of Long Beach Health Department regulations. Preparation or storage of food in private homes is not permissible. (See *Campus REGS*, Regulation VIII.)

## FOOD SERVICE

Food for campus events may be purchased from Beach Catering, Grand Food and Beverage, Jay's Catering, Naples Rib Company, or TGIS. Student event planners must have initiated the PRC process prior to placing an order. If an event is being held in the USU or the SRWC, food may be purchased from any licensed restaurant or caterer.

## BEER AND WINE SERVICE

Beer, wine and champagne may be served, for a maximum three-hour period at approved functions, under the supervision of the director of dining services and, for student organization events, with the approval of the dean of students. **Application for services must be completed prior to the event.** (See campus REGS, Regulation XI)

## PHYSICAL SET-UP AND AUDIO VISUAL

Arrangements for set-up and audio-visual equipment in the USU or SRWC are made with the USU-CEC by the deadline dates. Changes made after the 72-hour deadline are subject to availability of resources and a late fee charge. A-V equipment, such as a small sound system, is placed in the room one hour prior to the event unless other arrangements are made. Advanced set-up time varies depending upon the equipment request. Contact the SRWC for arrangements in that building.

## PAYMENT OF FEES

An estimation of charges will be indicated on the USU Reservation form. Student organizations not funded by the ASI must pay this amount two weeks prior to the event. If a student organization has received an ASI grant for its program, the ASI Business Office will issue an invoice for USU or SRWC fees after the program has taken place. Failure to pay for services may result in loss of scheduling privileges.

## SAFETY AND SECURITY

Programs in any venue with anticipated attendance of 300 or more, or those which warrant crowd control precautions, or student events where alcohol is served, will be required to obtain approval from University Police and SLD director. The organization may be required to hire additional security personnel. (See *Campus REGS*, Regulation VII.)

## INSPECTION OF PREMISES

For purposes of safety and security of individuals and programs, authorized USU personnel may inspect the premises of any program in the USU or SRWC.